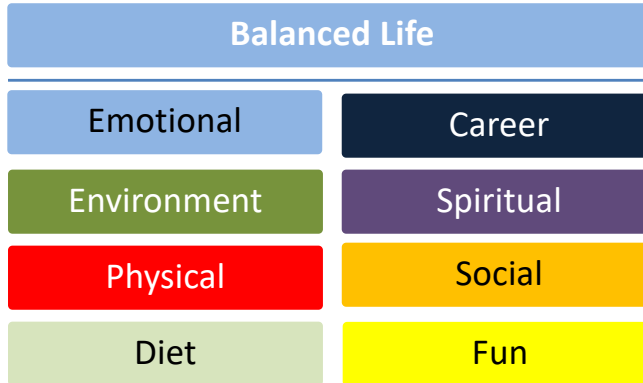


Thoughts

- Have I thought about what I really want to say before I just blurt stuff out?
- Am I expressing myself as clearly and succinctly as I can? (look up succinctly if needed)
- Do I have some techniques to give myself a few seconds to think things through before I speak out?
- Am I able to step away from situations that require more time to think of an appropriate response?
- Can I step away and run some possible scenarios with friends prior to taking action or speaking up?
- If I am not sure what to say, I can speak with my school counselor or a parent.
- Even though I can be assertive, do I need to respond?
- Am I acting out instead of speaking up?
- _____
- _____
- _____
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- _____

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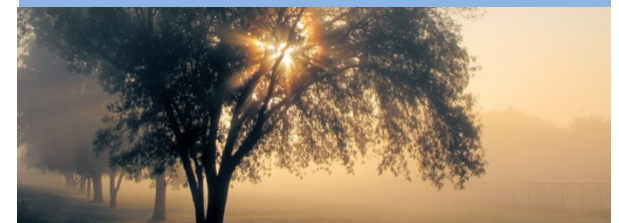
Total Wellness is made up of many different things.

- **Emotional:** Balanced Feelings
- **Spiritual:** Greater Meaning
- **Physical:** Healthy Body
- **Diet:** Best Fuel
- **Fun:** Lighten Up
- **Environment:** Stable and Clean
- **Social:** Friends and Family
- **Career:** Goals and Independence

Communication Styles



Assertiveness Is Best



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Communication is a very important part of who we are. And, we are judged by our responses to others. If we can master what and how we communicate, we are more likely to get what we need and want.

This chart describes the basic elements of the four main communication styles people use. Some result in positive outcomes and some do not.

1. **Passive** communication tends to leave us with a false sense of safety. This is because we give up all of our power and people can take advantage of us. For example: someone tells us to lend them our phone and promises not to use much data. They use a ton of data anyway and we don't stop them. The next time they ask to use the phone and promise again not to use too much data, we say okay and give them the phone again even though we don't want to. This builds resentment.

2. **Aggressive** communication scares others and actually lowers their respect for us even if it sometimes gets us what we want. However, eventually acting on our anger leads to mistakes, the need to apologize, and possible legal issues. Oh, and no real friends.

3. **Passive-Aggressive** communication can lead to misunderstandings. It rarely makes clear what we really want and usually consists of sarcastic and indirect comments that leave others irritated or confused.

4. **Assertive** communication is the best way to get our point across. Thinking things through, then stating the facts in a calm, normal tone of voice, and a matter-of-fact way usually gets us heard. It does not guarantee the other person will do as we ask. However, having spoken up for our-self, we are more likely to get what you need.

<u>Communication Style</u>	<u>Looks Like</u>	<u>Sounds Like</u>	<u>Feels Like to Be</u>	<u>Feels Like to Others</u>	<u>Results In</u>
<u>1.Passive</u>	Compliant Weak Timid Pushover	Quiet Silent Mumbling	Sad Loss Not Fair No Control	Weak Un-Resourceful Needs Help Wrong	Being a pushover Not in control Not Respected
<u>2.Aggressive</u>	Scary Mean Out of Control Manipulative Unfriendly Bullying	Usually Loud Sometimes Quiet Threatening Frightening Mentally weak	Forceful Out of Control High energy Manipulative Hot or Cold	Unfriendly Mean Scary Out of Control Wrong Inconsiderate	Getting what you want sometimes but leaves fear and mistrust Usually leads to negative consequences, eventually
<u>3.Passive-Aggressive</u>	Sneaky Indirect Manipulative	Sarcastic Rude Tricky	Sly Weird Indirect Un-Powerful	Sneaky Mean Resentful Manipulative	Unclear message Possible aggression from others
<u>4.Assertive</u>	Calm Collected Informed Thoughtful A leader	Clear Matter-of-fact Composed Sincere	In Control Clear Minded Thoughtful Resolute	Clear Message Calm Deliberate Confident	Being heard even if you don't get what you want. Usually the respect of others.