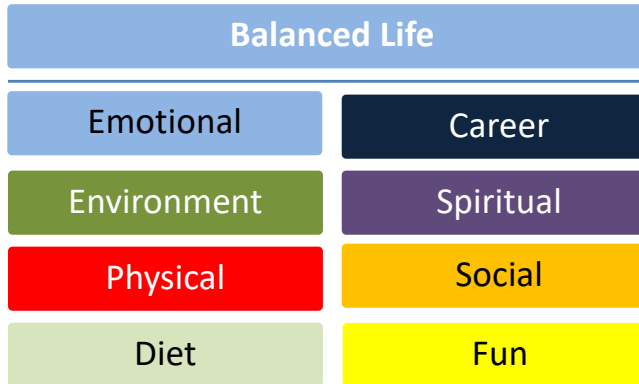


## Thoughts

- 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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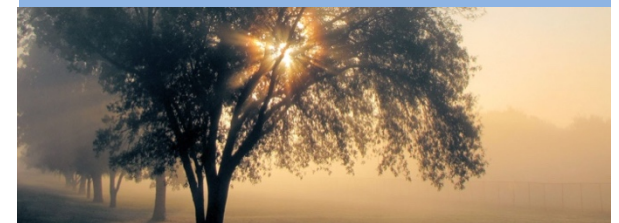
**Total Wellness** is made up of many different things.

- **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



[www.itoiaustin.com](http://www.itoiaustin.com)

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

\*In extremely rare instances, exceptional people have used passive resistance to make their point. These people include Dr. Martin Luther King Jr., Mahatma Gandhi and others. This is not the form of passive communication addressed in this handout. I include this statement to settle any arguments that may have arisen about how being passive is a good way to communicate. It is much better to first try speaking reasonably, calmly and clearly to get your needs met