

# GLOSSARY

**affirmation:** a positive statement repeated daily to encourage and strengthen one's efforts to achieve a goal.

**aggressive:** behaving in a hostile manner; likely to attack or start a fight.

**alternative:** the choice between two similar things; another possibility.

**assertive:** behaving or communicating in a clear and positive manner; confident.

**attitude:** an opinion or a way of thinking.

**characteristic:** a feature that helps to distinguish a person or thing.

**goal:** the purpose toward which an endeavor or effort is directed.

**mission statement:** a statement that defines a principle, belief, or purpose.

**objective:** something worked toward or aimed for; a goal or purpose.

**persevere:** to persist in any purpose or enterprise; to continue striving despite difficulties.

**prioritize:** to deal with in order of importance.

**realistic:** based on things as they really are.

**visualization:** 1. to form a mental image of. 2. to conceive an image or a picture of, especially as a future possibility.

# MY GOALS

Career?

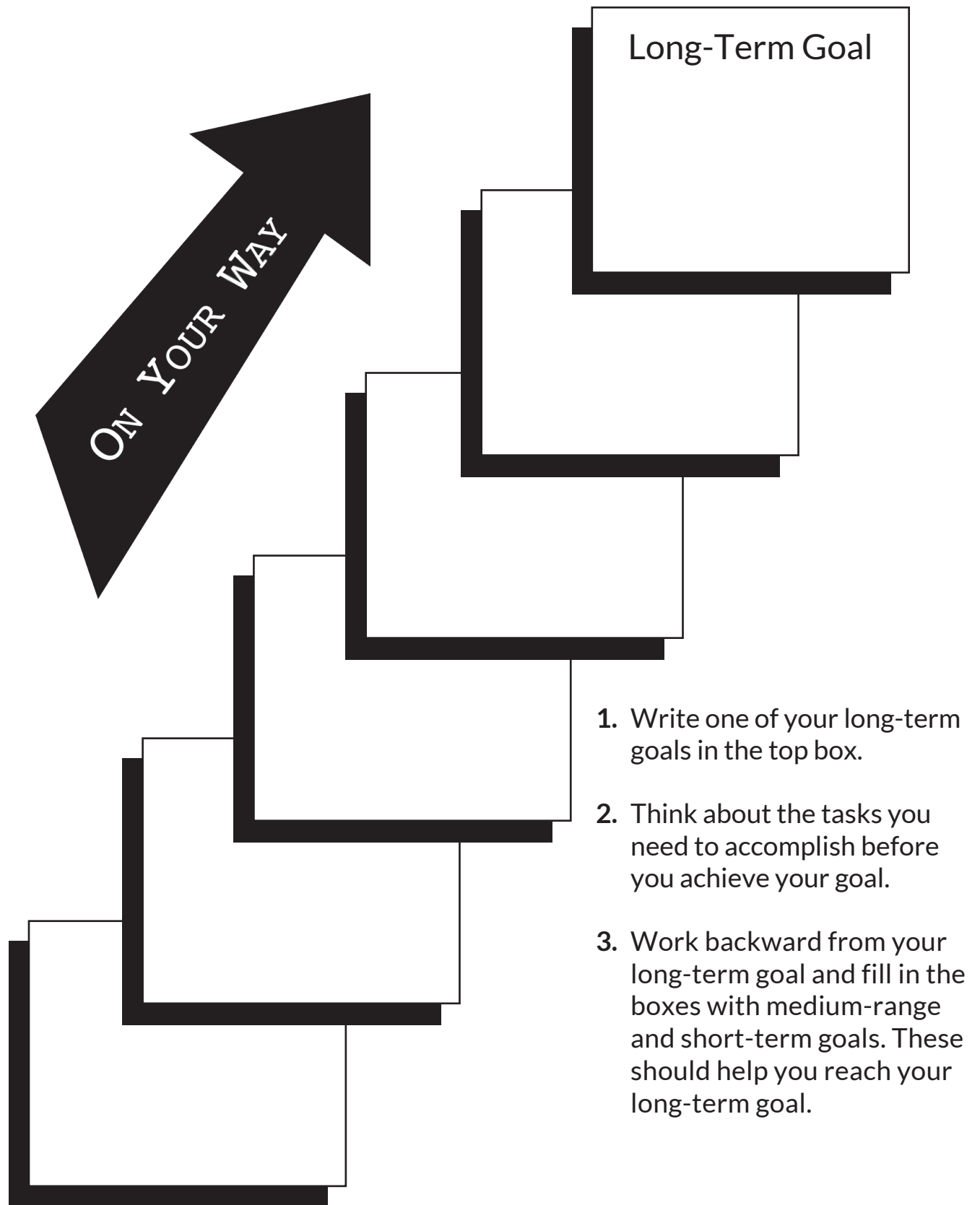
Education?

Leisure Time?

Family?

Home?

Possessions?



# VISUALIZATION TECHNIQUES

1. Relax. Close your eyes, breathe deeply, and clear your mind.
2. Mentally paint a picture or make a video in your mind that shows you succeeding at a goal. For example, if your goal is to give a great speech in front of a large audience, see yourself doing just that—poised, speaking clearly, and impressing the audience.
3. Make your mental image detailed and visualize success. Do not allow negative visions such as fear, failure, or nervousness to enter the picture. See yourself as already successfully achieving your goal.
4. Add specific words, actions, and your senses to your visualization. Practice what you want to do or say in your visualization. Mentally rehearsing strengthens your real performance.
5. Keep your visualization in your mind. Be ready to recall it whenever you choose. Repeat your visualization as often as you can before the actual event.

# AFFIRMATION STATEMENT TECHNIQUES

1. Make the statements personal. Use your name, “I,” or “you.”
2. Keep the statements short. You want to remember them. Long statements are harder to remember.
3. Use positive language. If you want to control your nervousness, say, “I am calm and confident. I am well prepared for this.” Don’t say, “I will not be nervous about it.”
4. State your affirmations as facts, as if they are happening, even if you have not achieved them yet. For example, say, “I will graduate from high school.”
5. Repeat your affirmations at least once a day. Repetition stimulates your brain to help you reach your goals.
6. In your mind, say your affirmations often. Also, write down your affirmations and place them where you can see them often. Just like advertisements on television or the internet, the more you see or hear an affirmation, the more you believe it.

Here are some examples of affirmations:

- I have the talent to be cast as the lead in the play.
- I will be offered this job because I am prepared for the interview.
- My brother and I will get along well for the rest of the holiday.

# PASSIVE, AGGRESSIVE, AND ASSERTIVE BEHAVIORS: THE SCENARIOS

**Instructions to the teacher:** Reproduce this activity sheet as needed. Circle one of the behaviors listed beneath each scenario; vary the behaviors you circle so that each one is equally represented. Cut out each scenario and its list of behaviors. Distribute one to each group.

You borrowed your cousin's favourite shirt and accidentally spilled something on it. You've apologized, and your cousin has forgiven you. Now, you want to borrow your cousin's new shoes, which will look great with what you're wearing tonight. What will you do?

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

You find out that someone you thought was a friend has been spreading rumors about you. You see the friend walking down the street toward you. What do you do?

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

Your best friend needs to pass math. You are in the same class. Tomorrow is a very important test, and your friend has not studied. She wants to cheat off of you. What do you do?

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

You work at a pet shop after school and on Saturdays. Your boss has noticed that money has been missing from the cash register. He has accused you. Tell him that you are not the person who has been taking money.

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

# PASSIVE, AGGRESSIVE, AND ASSERTIVE BEHAVIORS: THE SCENARIOS

(CONTINUED)

Your parents have established a curfew for you on weekends. As a high school student, you feel that the time they have set is unreasonable. Ask them to change the curfew.

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

A student with a reputation for being irrational and violent has taken your backpack. You ask him to return it.

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

Your neighbor's dog is in your yard or in front of your door almost every day making a mess and barking. Tell your neighbor to control her dog.

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

You have loaned money to a close friend. It has been over three weeks, and he still has not paid you back. You need the money to go out this weekend. Ask for the money.

Portray the behavior circled below:

**AGGRESSIVE   PASSIVE   ASSERTIVE**

# DEVELOPING ASSERTIVENESS SKILLS

## PERSONAL CHARACTERISTICS

STRENGTHS	WEAKNESSES



# DEVELOPING ASSERTIVENESS SKILLS

## ACTION PLAN

Goals: \_\_\_\_\_

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Personal Action Plan to Achieve Goal: \_\_\_\_\_

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Time Frame for Action Plan: \_\_\_\_\_

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