

INTERPERSONAL EFFECTIVENESS HOMEWORK SHEET 3

Using Interpersonal Effectiveness Skills

Name _____ Week Starting _____

Fill out this sheet whenever you practice your interpersonal skills and whenever you have an opportunity to practice even if you don't (or almost don't) do anything to practice. Write on back of page if you need more room.

PROMPTING EVENT for my problem: Who did what to whom? What led up to what?

OBJECTIVES IN SITUATION (What results I want):

RELATIONSHIP ISSUE (How I want other person to feel about me):

SELF-RESPECT ISSUE (How I want to feel about myself):

What I SAID OR DID in the situation: (Describe and check below.)

DEAR MAN (Getting what I want):

- | | |
|---|--|
| <input type="checkbox"/> Described situation? | <input type="checkbox"/> Mindful? |
| <input type="checkbox"/> Expressed feelings/opinions? | <input type="checkbox"/> Broken record? |
| <input type="checkbox"/> Asserted? | <input type="checkbox"/> Ignored attacks? |
| <input type="checkbox"/> Reinforced? | <input type="checkbox"/> Appeared confident? |
| | <input type="checkbox"/> Negotiated? |

GIVE (Keeping the relationship):

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Gentle? | <input type="checkbox"/> Interested? |
| <input type="checkbox"/> No threats? | <input type="checkbox"/> Validated? |
| <input type="checkbox"/> No attacks? | <input type="checkbox"/> Easy manner? |
| <input type="checkbox"/> No judgments? | |

FAST (Keeping my respect for myself):

- | | |
|--|---|
| <input type="checkbox"/> Fair? | <input type="checkbox"/> Stuck to values? |
| <input type="checkbox"/> (No) Apologies? | <input type="checkbox"/> Truthful? |

INTENSITY OF MY RESPONSE (0-6): _____ **INTENSITY I WANTED** (0-6): _____

(cont.)

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INTERPERSONAL EFFECTIVENESS HOMEWORK SHEET 3 (cont.)

FACTORS REDUCING MY EFFECTIVENESS (check and describe)

___ SKILLS LACKING:

___ WORRY THOUGHTS:

___ EMOTIONS INTERFERING:

___ INDECISION:

___ ENVIRONMENT:

ASK?

(If more YES's than NO's, ASK)

- YES NO Can person give me what I want?
- YES NO Good time for me to ask?
- YES NO Am I prepared?
- YES NO Is what person does my business?
- YES NO Do I have a right to what I am asking for?
- YES NO Is request appropriate to relationship?
- YES NO Am I asking less than I give?
- YES NO Is asking important to long-term goal?
- YES NO Am I acting competent?

SAY NO?

(If more NO's than YES's, say NO)

- | | | |
|---------------------|---|--------|
| Capability | Do I have what person wants? | YES NO |
| Timeliness | Is it a bad time for me to say no? | YES NO |
| Homework | Is request clear? | YES NO |
| Authority | Is person in authority over me? | YES NO |
| Rights | Does saying no violate person's rights? | YES NO |
| Relationship | Is request appropriate? | YES NO |
| Reciprocity | Does person give me a lot? Do I owe person? | YES NO |
| Goals | Does no interfere with long-term goal? | YES NO |
| Respect | Does wise mind say yes? | YES NO |

SUM of NO responses ___

___ SUM of YES responses

HIGH INTENSITY: TRY AND CHANGE THE SITUATION

- Ask firmly, insist . . . 6 . . . Refuse firmly, don't give in.
- Ask firmly, resist no . . . 5 . . . Refuse firmly, resist giving in.
- Ask firmly, take no . . . 4 . . . Refuse firmly, but reconsider.
- Ask tentatively, take no . . . 3 . . . Express unwillingness.
- Hint openly, take no . . . 2 . . . Express unwillingness, but say yes.
- Hint indirectly, take no . . . 1 . . . Express hesitancy, say yes.
- Don't ask, don't hint . . . 0 . . . Do what other wants without being asked.

LOW INTENSITY: ACCEPT THE SITUATION AS IT IS

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