

Certified Assertiveness Coach Online Video Course

Homework for Lesson Three / Client Homework Assignments

Every day this week, choose one thing from this list of coaching assignments and practice to see how it feels and how it helps you. These are examples of Assertiveness Coaching homework assignments that you will give to your coaching clients during your coaching sessions. Before becoming certified, please be sure to practice all eleven assignments:

1. **Chair Assignment:** Sitting in a chair, please close your eyes, and tune in to how your body feels right now. How does your body feel sitting on the chair? How does it feel against your back? Against your lower body? Notice the feeling of your shoes, socks, and any other clothing you're wearing. Does it feel comfortable? Too tight? Other feelings? Does anything feel restrictive or off-balance? Notice how you feel, since we're too often focused upon externals (including other people) and we tend to ignore our own feelings and needs. If you are wearing restrictive or uncomfortable garments, replace them right away with well-fitting garments.
2. **Saying No:** Practice saying No to any request which isn't respectful of your needs or schedule. Say No without apology, and stand firmly by this No. Do not engage in an argument about your decision. Say No without anger, fear, guilt, or embarrassment. Back your word up with action that shows that you respect yourself and your schedule, and expect others to do the same. You are teaching others to respect you, and modeling for them that they have the right to do the same for themselves.
3. **Self-Care** Dedicate time today to self-care. Spend at least 2 hours today in which you indulge yourself in rest, naps, pleasure reading, a bath, pedicure, etc. without guilt, explanation, or apology. Know that you deserve self-care, as we all do.
4. **Clearing** Today, clear the air with someone you have tension with. You can begin by asking the person to sit down and talk with you (this can also be accomplished by telephone). During this time, share with the person how you feel without apology. Do not blame or accuse them or yourself. Take responsibility where needed, without blaming. Own your feelings (i.e., "I feel . . .") and speak in a mature and responsible way. Clearing occurs when both people discuss their feelings with respect for each other. You may not agree, but you will clear the air by understanding each other better.

5. **Self-Permission** Think of something that you've always wanted to do, but held back because of social fears (such as fears of disapproval, ridicule, judgments, or believing you needed permission). Today, give yourself permission to do this activity, and take one action step in the direction of making it happen (such as booking a reservation, doing research, visualizing yourself successfully doing the activity, etc.). Tomorrow, take another action step, and so forth each day until the activity is accomplished and enjoyed.
6. **Responsibility vs Blame** Do you have a belief that, "If only it weren't for (name of person, organization, or condition), my dreams would come true." ? We blame others and outside conditions, because we are afraid to move forward. Yet, by blaming others, we are giving them our power. Today, you are taking your power back by taking charge of your dreams! Write a list of every person, organization, or condition (such as a divorce, illness, economy, etc.) that you've ever blamed for holding you back from happiness. Be very honest with this list. Your clients will bring this list to you for your coaching session. As the coach, you have options of how you would like to handle the list for yourself and your client, such as ceremoniously (and safely) burning it, burying it, putting it in a bucket of water, putting it in the freezer to "freeze" the blame habit, and so forth. By releasing the old Blame Habit, you have taken your power back, congratulations!
7. **Boundaries** Today is devoted to watching how you take care of (or don't take care of) your boundaries. This means honoring your own needs and not lightly giving away your time, energy, and money to just anyone who asks for anything on a whim. It means valuing yourself and your assets and only sharing them as you are lovingly guided – not out of impulse, a desire to people-please the other person, or because of feelings of guilt or obligation. Today, you are going to devote one hour just for yourself with your mobile phone and other connection devices turned off. That's right, you are not going to be perpetually-available to everyone. This is *your* hour to spend it in self-care, such as a nap, a nature walk, getting a massage, gardening, doing artwork or writing, etc. The more you practice taking charge of your boundaries, the more natural it feels and the easier it becomes.
8. **Assertiveness Journal** Purchase a lovely blank journal or start a new computer document devoted to recording your experiences as a daily diary of your assertiveness experiences. For example, you can write about how you were assertive while shopping, at work, at home, at the gym, etc. Be sure to write how you felt before, during, and after your assertiveness experience. You can also include diary entries of where you wanted to be assertive, but fear stopped you . . . and analyze why that was. Make entries daily, and keep this journal private. Read the journal at least once a week, to review your assertiveness progress.

9. **Assertiveness Progression.** Progression means envisioning the future (as opposed to regression which focuses upon the past). To do the Assertiveness Progression: Close your eyes, take deep breaths, and relax your body and mind. Now, imagine yourself as an assertive person who *has* taken charge of her/his life. Imagine how your life changes one year from now because of your assertiveness. Imagine five years from now. How does assertiveness change your relationships with your family? How does assertiveness change your love life? How does assertiveness improve your health? How does assertiveness improve your relationship with yourself?
10. **Assertive Financial Self-Care.** Today, take a look at how you have or have not been assertive with your personal finances. This means having your own personal savings account and having a realistic debt-management and savings plan in place. It's helpful to get the assistance of a financial counselor at your bank or at an investment company. Even having a small savings account in your own name and committing to making weekly deposits (no matter how small they are) will increase your feeling of self-worth.
11. **Assertiveness Activism** Are there issues in the world which upset you? Today, you'll use your assertiveness to help. This empowers you because it takes you from "wishing" that "someone" would do something about the issue . . . to YOU being the someone who does something to help. Spend time doing research on which organizations and charities are devoted to a cause that you feel passionate about (such as children, animals, environment, etc.). A simple internet search or a visit to your library's Resources section will help you to get this information. Then, research the charity's rating at charitynavigator.org to make sure the organization spends most of their money toward their designated cause. If the charity passes this test, it's time for you to volunteer! You can volunteer time, efforts, donate money or goods, post about the charity on social media, etc. If the charity has a local branch near you, then you'll meet some new like-minded friends. Just be sure to use your assertiveness skills to have boundaries with the charity about how many hours you can devote. It's about balance and honoring your own needs.

Copyright Doreen Virtue 2015. This Certified Assertiveness Coach homework assignment sheet is only for the use of those who are enrolled in or graduates of the Certified Assertiveness Coach online video class. The material may not be reproduced in any book, article, blog, or other publication.