**ASSERTIVE PERSON’S PRACTICE**

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* **Situation**: You need to request a more flexible work schedule due to personal reasons.

Hi, I have some personal commitments that distract my work. Could we discuss my Work schedule for better working flow? That is highly required of me and I believe that will be   
more flexible for me.

* **Situation**: A friend asks to borrow money, but you are not comfortable lending it.

Ok, I understand your situation. But I am not comfortable with this. I hope you understand. Maybe we find the solution in another way.

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* **Situation**: Your neighbor frequently makes loud noises late at night, disrupting your sleep.

Hello, You were making loud noise frequently last night. It was very disturbing to my sleep. Could you please keep it down during those hours?

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* **Situation**: You feel that your job role has expanded beyond the original agreement and want to discuss it with your supervisor.

Hi, We want to discuss my job role. Recently I watched my job role expand beyond the original agreement. Could you check this, Please? Thank you.

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* Situation: You receive unfair criticism from a colleague during a team meeting and need to address it constructively.

Hi, You told me something about my job during the team meeting. I don’t appreciate it. Could you please don't make this kind of criticism?