



# Communication

“Communication is the real work of leadership.” Nitin Nohrea

Tips for using positive affirmations to your advantage:

1. Find out what your negative thoughts are saying, and then replace them with an opposite positive thought.
2. If you often tell yourself that you can't do something, write down: I can do this anytime I want.
3. Say it with feeling, with vigor—like you mean it—and in time you will believe it just as much as you once believed its negative opposite.

Day 1 Affirmation:

- My ability to communicate is enhanced with my ability to listen.

Your thoughts: \_\_\_\_\_  
\_\_\_\_\_

Day 2 Affirmation:

- When I speak with others, the dialogue involves giving and receiving.

Your thoughts: \_\_\_\_\_  
\_\_\_\_\_

Day 3 Affirmation:

- My body language makes me approachable to everyone.

Your thoughts: \_\_\_\_\_  
\_\_\_\_\_

**Day 4 Affirmation:**

- I communicate with others through writing and publishing.

Your thoughts: \_\_\_\_\_

\_\_\_\_\_

**Day 5 Affirmation:**

- I speak the truth with sincerity, knowledge and compassion.

Your thoughts: \_\_\_\_\_

\_\_\_\_\_

**This Week's Challenge**

**Discussion:** Tammy and Nick had a difficult time understanding why they could not express their different points of view without arguing or becoming frustrated. When they re-enacted one of their conversations, it became apparent why they fought.

Both partners were negative towards each other and attacked the other's point of view, rather than stating how they saw it.

**Exercise:** Imagine you are in a situation where you want something from someone and you do not know if they will agree to give it to you (e.g., accountability from your staff; help with chores from your spouse or a favor from a friend).

Take two such situations and make one statement in each category, as shown below, that would be aggressive, assertive, or passive relative to each situation. Write each situation in one sentence.

## Example

**Situation:** Telling my son I want him to call more often.

- **Aggressive:** “I want to know why you never call me.”
- **Passive:** “It sure would be nice if you thought of calling me more.”
- **Assertive:** “I want you to call me once a week.”

## Situation 1:

- **Aggressive:** \_\_\_\_\_
- **Assertive:** \_\_\_\_\_
- **Passive:** \_\_\_\_\_

## Situation 2:

- **Aggressive:** \_\_\_\_\_
- **Assertive:** \_\_\_\_\_
- **Passive:** \_\_\_\_\_

Being assertive is saying what you want or don't want; how you feel or don't feel, clearly and simply. It is not making the other person wrong. Both aggression and passivity are reactions to your inner communication telling you that you don't have the right to ask for what you want or say how you feel.

# Happy Communicating,

A stylized, cursive signature of the name "Sylvia" in a light blue color.