

INTERPERSONAL EFFECTIVENESS WORKSHEET

Objectives Effectiveness with DEAR MAN

Prompting event: What led me to communicate with this person?

Objectives Goal: What do I want to change as a result of my communication?

Relationship Goal: How do I want the other person to feel about me?

Self-respect Goal: How do I want to feel about and see myself?

Write your script (marked in quotes) as if speaking directly to the other person

Describe the facts as you would say them to the person:

“

”

Express your opinions, feelings, and desires about these facts:

“

”

Assert by directly asking for what you want: “

?”

Reinforce/Reward by stating how your request would lead to things the other person wants or cares about:

“

”

Describe any strategies for being **Mindful**: _____

Describe any strategies to **Appear confident**: _____

Be prepared to **Negotiate** by saying: “

”

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Relationship Effectiveness with GIVE

Describe ways to be **Gentle** with your communication:

Describe what you will do or say to act **Interested**:

Plan to **Validate** the other person's thoughts/feelings/behaviors by saying:

“

”

Describe any strategies for keeping the conversation light with an **Easy Manner**:

Self-respect Effectiveness with FAST

Describe how your request is **Fair** to yourself and to the other person:

Identify any potential sources of unjustified guilt/shame to avoid **Apologies**:

Describe how you are following your wise mind so you can **Stick to values**: _

Identify any uncomfortable facts you will need to share to be **Truthful**:
