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:

________________________________________________________________________