

INTERPERSONAL EFFECTIVENESS HOMEWORK SHEET 2

Observing and Describing Interpersonal Situations

Name _____ Date _____

Fill out this sheet during or just after a situation that creates a problem for you such as one where: 1) your rights or wishes are not being respected, 2) you want someone to do or change something or give you something, 3) you want or need to say no or resist pressure to do something, 4) you want to get your position or point of view taken seriously, 5) there is conflict with another person. Observe and describe in writing as close in time to the situation as possible. Write on back of page if you need more room.

PROMPTING EVENT for my problem? Who did what to whom? What led up to what?

What I **SAID OR DID** in the situation: (Be SPECIFIC.) Rate **INTENSITY** of response. (See p. 131.)

INTENSITY-RATING (0-6): _____

FACTORS REDUCING MY EFFECTIVENESS in this situation:

SKILLS LACKING: (What don't I know how to do or say?)

WORRY THOUGHTS:

EMOTIONS INTERFERING:

INDECISION (or conflict in goals) getting in the way:

OBJECTIVES: What results do I want? What changes do I want the person to make?

RELATIONSHIP: How do I want other person to feel about me after the interaction?

SELF-RESPECT: How do I want to feel about myself after the interaction?

CONFLICT or **INDECISION?**

ENVIRONMENTAL FACTORS getting in my way:

(cont.)

INTERPERSONAL EFFECTIVENESS HOMEWORK SHEET 2 (cont.)

ASK?

(If more YES's than NO's, ASK)

SAY NO?

(If more NO's than YES's, say NO)

YES NO Can person give me what I want?	Capability	Do I have what person wants?	YES NO
YES NO Good time for me to ask?	Timeliness	Is it a bad time for me to say no?	YES NO
YES NO Am I prepared?	Homework	Is request clear?	YES NO
YES NO Is what person does my business?	Authority	Is person in authority over me?	YES NO
YES NO Do I have a right to what I am asking for?	Rights	Does saying no violate person's rights?	YES NO
YES NO Is request appropriate to relationship?	Relationship	Is request appropriate?	YES NO
YES NO Am I asking less than I give?	Reciprocity	Does person give me a lot? Do I owe person?	YES NO
YES NO Is asking important to long-term goal?	Goals	Does no interfere with long-term goal?	YES NO
YES NO Am I acting competent?	Respect	Does wise mind say yes?	YES NO

____ SUM of YES responses

SUM of NO responses ____

HIGH INTENSITY: TRY AND CHANGE THE SITUATION

- Ask firmly, insist . . . 6 . . . Refuse firmly, don't give in.
- Ask firmly, resist no . . . 5 . . . Refuse firmly, resist giving in.
- Ask firmly, take no . . . 4 . . . Refuse firmly, but reconsider.
- Ask tentatively, take no . . . 3 . . . Express unwillingness.
- Hint openly, take no . . . 2 . . . Express unwillingness, but say yes.
- Hint indirectly, take no . . . 1 . . . Express hesitancy, say yes.
- Don't ask, don't hint . . . 0 . . . Do what other wants without being asked.

LOW INTENSITY: ACCEPT THE SITUATION AS IT IS

Notes: _____

