

# **Assert Yourself Tool Box**

- -Use your Voice
- -Build your Vocabulary
- -Always pause first
- -Always remain calm
- -Put it in question form
- -Use the sandwich technique
- -Stick to the point.
- -Pick your battles
- -Avoid the toxic people
- -Make sure your statements are accurate.



# **Evade Arguments Tool Box**

- Point out what is true.
- Agree with what you can.
- Share vulnerable feelings.
- Discuss only their viewpoint.
- Take responsibility where possible.
- Repeat their point back in your own words.
- Show empathy.
- Build their ego.
- Take their side.
- Apologize.