

**Sample Journal Format for Assertiveness Action Plan**

<b>Situation</b>	<b>Assertive Message I Tried</b>	<b>How Others Responded to my Message</b>	<b>Support I Requested or Received</b>	<b>Comments</b>
When Where	Steps to delivering an assertive message  Body language and voice quality enhancements			What I should try to do differently the next time  What worked well

My thoughts about today:

What I learned about myself today:

Date: \_\_\_\_\_