



Be More Assertive: A Teach Yourself Guide

Suzie Hayman

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Get more out of life by being assertive

If you're struggling to make yourself heard, *Be More Assertive* can help. It shows you how becoming more assertive can change every part of your life for the better, and gives you techniques and strategies to make assertive behavior part of your lifestyle. Learn how to give and receive criticism, make and receive compliments, cope with anger, fear and, most important, to say 'no' without feeling guilty.

Includes:

- Self-assessment quizzes, exercises and case studies
- Advice for any situation which calls for assertiveness, from personal relationships to dealing with cold callers
- One, five and ten-minute introductions to key principles to get you started
- Lots of instant help with common problems and quick tips for success, based on the authors' many years of experience
- Tests in the book and online to keep track of your progress
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