

# 5 steps to be more assertive

**1**

Practice difficult conversations ahead of time, either mentally or with friends and family.

Make it a point to speak up in meetings and brainstorm sessions early on and regularly.

**2**

**3**

Establish clear boundaries with regard to your time and bandwidth (and support them with difficult conversations when necessary).

Expect and encourage differing opinions in conversation, and focus on resolutions when those differences lead to conflict.

**4**

**5**

Approach all conversations with attention and respect – and make sure you're treated the same way.