Assertive Communication Worksheet:
Writing Effective GPT Prompts

This worksheet is designed to help you craft specific, effective prompts
for GPTs to practice assertive communication. Follow each step to
develop scenarios, draft your communication, and refine your approach.

Step 1: Identify the Situation

Describe a real-life scenario where you struggle with assertive communication.

Step 2: Define Your Goal

What do you want to achieve with your assertive communication?

Step 3: Draft Your Script

Write out what you want to say in this situation. Don't worry about getting it
"right", you'll refine your response later.

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Step 4: Create Your GPT Prompt

Combine steps 1,2 and 3 into a single prompt to use with a GPT.

"I need help practicing assertive communication. Here's my scenario:_____

_____. In

this situation, I want to achieve: _____

_____

_____. Here's what I plan to say: _____

_____

_____

_____-. How can I refine my message to be more assertive?"

Step 5: Input and Refine

Enter your prompt into a GPT and review its response. Based on the feedback, refine your script. Use the space below to note any changes or improvements.

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Practice using these scenarios

Step 1: Identify the Situation
Describe a real-life scenario where you struggle with assertive communication.

Setting Boundaries with a Colleague. A colleague often interrupts you during meetings.

Step 2: Define Your Goal
What do you want to achieve with your assertive communication?

To ask the colleague to let you finish speaking without interruptions.

Step 3: Draft Your Script
What would you want to say in this situation?

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Practice using these scenarios

Step 4: Create Your GPT Prompt
Combine steps 1,2 and 3 into a single prompt to use with a GPT.

"I need help practicing assertive communication. Here's my scenario: **A colleague often interrupts me during meetings.** In this situation, I want to achieve: **asking the colleague to let me finish speaking without interruptions.** Here's what I plan to say: _____
_____
_____
_____
_____
_____ How can I refine my message to be more assertive?"

Step 5: Input and Refine
Enter your prompt into a GPT and review its response. Based on the feedback, refine your script. Use the space below to note any changes or improvements.

Assertive Communication Worksheet:
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Practice creating Assertive Communication prompts using these scenarios.

Step 1: Identify the Situation

Describe a real-life scenario where you struggle with assertive communication.

> I feel I deserve a raise but I'm nervous about asking my boss.

Step 2: Define Your Goal

What do you want to achieve with your assertive communication?

> To request a raise based on my performance and contributions.

Step 3: Draft Your Script

What would you want to say in this situation?

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Practice using these scenarios

Step 4: Create Your GPT Prompt
Combine steps 1,2 and 3 into a single prompt to use with a GPT.

"I need help practicing assertive communication. Here's my scenario: **I feel I deserve a raise but I'm nervous about asking my boss**. In this situation, I want to achieve: **requesting a raise based on my performance and contributions.** Here's what I plan to say: _____
_____
_____
_____
_____ How can I refine my message to be more assertive?"

Step 5: Input and Refine
Enter your prompt into a GPT and review its response. Based on the feedback, refine your script. Use the space below to note any changes or improvements.