

The Art of Everyday Assertiveness

by Patrick King

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

01 Say no to one small thing today without explaining yourself

A simple 'no, thank you' with no justification. Practice the discomfort. It fades faster than you think.

MON TUE WED THU FRI SAT SUN

02 Replace 'I think' with 'I believe' in your professional conversations this week

'I think' creates distance from your opinion. 'I believe' owns it. Watch how people respond differently.

MON TUE WED THU FRI SAT SUN

03 Identify your top 3 recurring situations where you feel disrespected

For each situation, write one sentence you could say that is honest, direct, and calm. Rehearse it until it feels natural.

MON TUE WED THU FRI SAT SUN

04 Practice the 'broken record' technique for one week

When pressured to change your answer, repeat your original statement without escalating. No new justification. Just repeat.

MON TUE WED THU FRI SAT SUN

05 Negotiate one small thing this week - a deadline, a plan, a preference

Start small. Assert one minor preference in a low-stakes situation. Build the muscle before the stakes matter.

MON TUE WED THU FRI SAT SUN

06 End a sentence with a period, not a question mark

The rising intonation at the end of a statement signals doubt. Practice flat, certain endings. Notice how differently people receive you.