

Communicating My Needs

Name: _____

Date: _____

Use this worksheet to help you learn the steps to the skill 'Communicating My Needs'.

Steps:

1. Chose a time and place when everyone is calm.
2. Ask the person's permission to have a conversation.
3. If the person agrees, objectively describe the situation and then state your own thoughts and feelings.

"When _____ happens..."

"...I feel (or think) _____"

4. Make your request, allowing the other person to accept or decline.

"...My request is _____"

5. Thank the person for listening to you.

Role-Play Preparation:

Think of a situation in which you would like to tell someone of an important need you have and make a request of him or her. You may want to choose a situation you think might be difficult in the near future.

Ask: "Do you have a few minutes to talk with me? It's important."

<Get agreement from other person.>

Say: "When _____ happens

I feel _____ and

I think _____.

My request is _____."

<Allow the other person to respond.>

Say: "Thank you for listening to me."