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The Complete Idiot's Guide to Assertiveness

Complete Idiot's Guides

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You're no idiot, of course. You excel at your job, raise great kids, and even participate in local organizations. But when it comes to asserting yourself in tricky situations, you feel like hiding under your desk.

Stand up and be heard! The Complete Idiot's Guide® to Assertiveness provides you with step-by-step guidelines for asserting yourself with everyone from your kids to your boss. Feel confident about negotiating with your landlord, speaking up at a town meeting, and even telling your mother-in-law that you don't want to come over for dinner! In this Complete Idiot's Guide®, you get:

--Idiot-proof steps to stop you from saying "yes" when you mean "no."

--Expert advice on knowing when it's worth it to assert, and when you should just let things ride.

--Easy-to-follow guidelines for asserting yourself with your boss.

--Tips, definitions, and warnings to help you along the way.