

Interpersonal Effectiveness *Self-Help* Guide

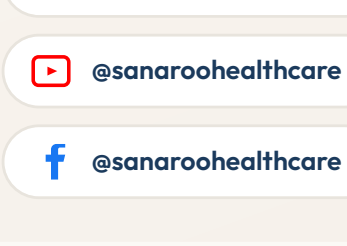
Speak up. Stay connected. Keep your self-respect.

DBT-inspired tools for everyday conversations, conflict, boundaries, and repair.

How to Use This Guide

- 1 Pick one situation (ask / say no / repair).
- 2 Choose your goal (Objective / Relationship / Self-respect).
- 3 Use DEAR MAN / GIVE / FAST and copy a script line.
- 4 After the conversation, complete the 2-minute review (last page).

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Sanaroo Healthcare — This guide supports self-help and wellbeing skills practice. It does not replace professional care. If you feel unsafe or are in crisis, please reach out to a trusted adult or professional immediately.

1 FOUNDATIONS

The 3 Goals of Interpersonal Effectiveness

Pick one situation you keep avoiding (or keep fighting about). Choose your main goal, use the matching skill, and do the 2-minute review after.

Objective <i>Get what you want</i> Ask for something • Say no • Negotiate • Set limits	Relationship <i>Keep connection strong</i> Reduce damage • Repair after conflict • Improve teamwork	Self-Respect <i>Stay true to values</i> No begging • No exploding • No people-pleasing • Be truthful
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Quick rule: You cannot maximize all three goals every time. Choose your top 1-2 goals for this conversation.

The Golden Communication Formula

Use this structure when emotions are high:

FACT When ___ happened...	FEELING I felt ___	NEED / REQUEST I need / I'm asking for ___	NEXT STEP Can we do ___ ?
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Example: "When you came home late without texting, I felt anxious. I need a quick update. Can you message me next time?"

2 SKILL 1

DEAR MAN

Use DEAR MAN when your main goal is Objective effectiveness — asking, saying no, or negotiating.

DEAR <i>What you say</i> D Describe: facts only E Express: one emotion + impact A Assert: clear request or clear no R Reinforce: why it benefits them/relationship	MAN <i>How you say it</i> M Mindful: stay on message A Appear confident: calm voice, steady posture N Negotiate: offer options / ask for theirs
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DEAR MAN TEMPLATE

Describe: "When ___ happened..."
Express: "I felt ___ because ___"
Assert: "I'm asking for / I need / I'm not able to ___"
Reinforce: "If we do this, it will ___"
Mindful: (repeat your main point)
Negotiate: "Could we do ___ or ___?"

EXAMPLES

Ask: "When you cancel last minute, I feel stressed. I need 24 hours' notice if plans change."
Say no: "I can't do that. I can do X instead."
Negotiate: "I can't meet every day. I can do twice a week. Which days work?"

3 SKILLS 2 & 3

GIVE & FAST

Two more core skills for relationship and self-respect effectiveness.

GIVE <i>Relationship</i> G Gentle: no threats, insults, sarcasm I Interested: ask, listen, reflect back V Validate: make sense of their feelings E Easy manner: softer tone, small warmth	FAST <i>Self-Respect</i> F Fair: be fair to both of you A (No) Apologies: don't apologize for having needs S Stick to values: act like the person you want to be T Truthful: no exaggeration, no empty threats
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Validation = Agreement. You can validate feelings and still set a boundary.

QUICK SCRIPTS

Ready-to-Use Lines

Copy these into your next difficult conversation.

SITUATION	TRY THIS LINE
If they get defensive	"I'm not attacking you. I'm sharing my experience."
If they interrupt	"Let me finish one sentence, then I'll listen."
If you're about to explode	"I need 10 minutes so I don't say something harmful."
If you're people-pleasing	"Let me think and get back to you."

4 PRACTICE

Boundaries, Repair & 7-Day Plan

Boundaries (Simple + Strong)

A boundary is what I will do if X happens. It is not "You must change."
Script: When ___ happens, I feel ___. From now on, I will ___. We can continue when ___.

Example: When voices are raised, I shut down. From now on, I will pause the conversation and return in 30 minutes. We can continue when we're both calm.

Repair After a Fight: The 6-Minute Reset

1. **Soft start:** "I want us to be okay."
2. **Ownership:** "My part was ___."
3. **Validate:** "I get why you felt ___."
4. **Request:** "Next time, can we ___?"
5. **Appreciation:** "I appreciate ___ about you."
6. **Close:** "Are we good enough to reset now?"

DAY	PRACTICE
1	Choose 1 repeating situation. Pick your goal (Objective / Relationship / Self-respect).
2	Write a DEAR MAN request in 4 lines or less.
3	Practice one validation line (GIVE) in a small conversation.
4	Set one micro-boundary (time, tone, privacy).
5	Use the 6-minute reset after any tension.
6	Say one clean "no" without overexplaining.
7	Do the 2-minute review and tighten your script for next time.

⚠ Safety note: If there is fear, threats, violence, coercion, or repeated humiliation, skills alone are not enough. Prioritize safety and professional support.

5 WORKSHEETS

Printable Worksheets

Use these to plan what you want to say, then reflect after.

A) DEAR MAN Planner

Situation _____

My main goal _____

Describe (facts) _____

Express (feeling) _____

Assert (request / no) _____

Reinforce (benefit) _____

Negotiate (2 options) _____

B) 2-Minute Interaction Review

What did I do well? _____

Where was I pulled off-track? _____

Did I validate anything? _____

Did I stay truthful & fair? _____

One small change next time _____

C) Boundary Builder

Fill in the blanks: When ___ happens, I feel ___. From now on, I will ___. We can continue when ___.

My boundary _____

Tip: For best results — keep sentences short, use a calm tone, and repeat your main point instead of arguing side issues.