

# DEARMAN

**GOAL:** (I need/want) \_\_\_\_\_

\_\_\_\_\_

**D**\_\_\_\_\_

\_\_\_\_\_

**Describe** the facts to support your request using non-judgmental statements (I notice...)

**E**\_\_\_\_\_

\_\_\_\_\_

**Express** your opinions and feelings IF they are relevant and enhance understanding (I feel...)

**A**\_\_\_\_\_

\_\_\_\_\_

**Assert**/ask for what you want or need. Be straightforward and factual. (I need/want...)

**R**\_\_\_\_\_

\_\_\_\_\_

**Reward** others by sharing how the request is positive for the relationship. (This will benefit ...)

**M**\_\_\_\_\_

\_\_\_\_\_

**Mindfully** come back to goals. Repeat your request if the subject changes. (I'm asking for...)

**A**\_\_\_\_\_

\_\_\_\_\_

**Appear Confident**- eye contact, tone of voice, body language, posture, appearance

**N**\_\_\_\_\_

\_\_\_\_\_

**Negotiate** the compromises you are willing to give and get. Get feedback if you get stuck.  
“What do you think?” “What works for you?”

# GIVE

**GOAL:** (How I want the other person to feel about me) \_\_\_\_\_

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**G** \_\_\_\_\_

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**Gentle** Be real, respectful, non-judgmental and upfront. (no threats or attacks)

**I** \_\_\_\_\_

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**Interest** Listen and ask questions. Be patient and sensitive. (“tell me more”) Be mindful.

**V** \_\_\_\_\_

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**Validate** other’s feelings, thoughts, beliefs and experiences. Read and interpret non-verbals.

**E** \_\_\_\_\_

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**Easy Manner** Be kind and relaxed. Be open and thoughtful. Be mindful of your non-verbals.

# FAST

**GOAL:** (How I want feel about/see myself) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**F** \_\_\_\_\_  
\_\_\_\_\_

**Fair** Be fair to yourself. Validate your own feelings and thoughts. Respect yourself

**A** \_\_\_\_\_  
\_\_\_\_\_

**Apologies** avoided when unnecessary-outside your control, having an opinion, being you,

**S** \_\_\_\_\_  
\_\_\_\_\_

**Stick to Values** Be grounded in and guided by your goals, priorities and values

**T** \_\_\_\_\_  
\_\_\_\_\_

**Truth and authenticity** Be honest and accountable with yourself and others