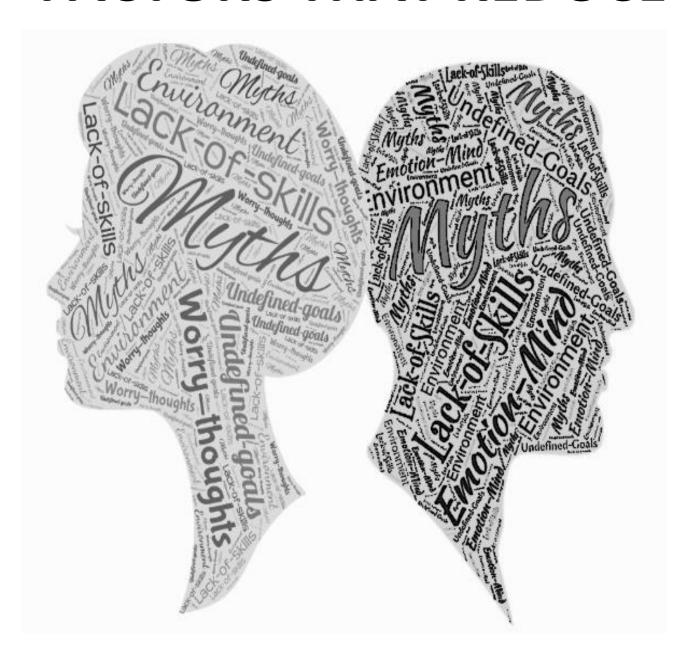
FACTORS THAT REDUCE



INTERPERSONAL EFFECTIVENESS

FACTORS THAT REDUCE INTERPERSONAL EFFECTIVENESS

Ask Yourself:

* What is it that gets in the way of <i>me</i> getting what / want and need?
* What gets in the way of <i>me</i> either finding or keeping a healthy enriching relationship?
* What gets in the way of <i>me</i> communicating in a way that increases <i>my</i> self-respect?

Your answers ARE the FACTORS that reduce Effective Interpersonal Skills.

COMMON EFFECTIVENESS REDUCING FACTORS

- I) Lack of Skills
- II) Dominant Emotional Mind
- III) Environment
- IV) Poorly Defined Values
- V) Poorly Defined Effectiveness Goals
- VI) Indecisiveness
- VII) Worry Thoughts triggered by Myths

1) Lack of Skills

1) Perhaps you don't know how to effectively communicate your thoughts.

A baby is not born with an innate knowledge of interpersonal effective communication skills. These skills are learned throughout our lifetime. Often, a child who is ignored or invalidated during their growth process, is left feeling powerless to make their thoughts and desires known. If they were silenced repeatedly for trying to express themselves, they could not learn to communicate in a way that got their thoughts across. Practice, and trial and error, are the only way to master these skills. The DBT worksheets here may help you to put your thoughts into words.

2) Maybe you don't know what to do or say to achieve your objectives.

You may have a clear idea of what your objectives goals are but have no idea where to begin going about reaching them. Some may have learned by occasionally getting what is wanted, through ineffective behaviors, to turn to those in hopes that they will work again. A person who has been rewarded by getting their desires met through applying guilt tactics for example, may turn to that means in the future. While ineffective behaviors may give temporary rewards, they do not build lasting relationships or build self-esteem.

3) You don't know which type of skill to use for the results you desire.

Some people may not have even worked out which objective goal to strive for, and without clear direction, it is not possible to access the most effective skill. The worksheets will help to narrow down the exact results you desire and are seeking, which will help you choose the most effective skill to get it.

II) Dominant Emotional Mind

1) Your Effectiveness Objectives become less the focus, as your Emotional desires/reactions increase.

As the intensity of a person's emotions rise, the less reasonable they become. To successfully obtain our Effectiveness Objectives, we must stay focused on the goal we are striving for. The further away from Reasonable Mind we get, the less logic we use. Without reasonable focus, we are much more likely to react in a way that may help to temporarily relieve our emotional state, but only at the cost of the goal.

2) Your ability to communicate effectively is clouded by your emotions.

Have you ever noticed that people who have actual speech impairments are much more likely to have difficulty finding the words to express their thoughts the more emotionally upset they become? While we may not be affected to the same degree, don't we all (human kind) find it more difficult to communicate, the more emotional we become? What effect do you think taking the time to find Wise Mind would have on the effectiveness of your communication?

3) You *know* the skills needed for Interpersonal Effectiveness, and have the Ability to use them, but your *Emotions* make it difficult to do or say what you know works.

Think about a situation where you want to ask for help from someone, but fear that they will become angry causes you to not ask. We *all* have emotions that make it harder for us to try to get our wants and needs met.

III) Environment

Some Characteristics of an Environment can Create Difficulties making it hard for even the Most Skilled Person to be Interpersonally Effective For example:

1) The location of the interaction

Attempting to work out something with a significant other, would not be suited to take place at the work place. Having co-workers looking on might put undo pressure on one or the other resulting in either lack of communication or a defensiveness that could lead to an ineffective argument. Can you think of other examples?

2) The timing of the interaction

If help is needed from another, the best time to ask for that help is not likely to be at the end of a hard day when they are already tired.

If a request that rights be respected and what is due is given, this is less likely to be heard if the request is made at a time that the person asked is already angry about something else.

What other examples can you think of for poor timing?

3) The position of authority the other party(s) hold

If you have authority to request that an employee under your supervision complete an assignment by a specific time, there is very little risk in making that request. If you are the employee, making the same request of your boss, this could have unwanted results. Requesting (demanding) things of a boss could be seen as pushy, un-co-operative, etc.

4) The reaction of others

~Some people desire that others not get the things they want or need:

* Others may feel threatened by your success

Many feel that if others succeed, it only serves to point out the fact that they didn't. They take it as a personal failure, rather than a success that is not about them in any way.

* They may fear how losing control of you will affect them

Many people believe that the only way to keep others an active part of their life is by controlling them. Essentially, they fear that if they lose that control, the other person may leave them (or decrease some of the benefits they reap) when they realize they have the control to make their own choices.

* Some people just like to watch others suffer.

Unfortunately this type of person does exist. Trying to have a relationship with them is hopeless.

* Others may not let you say "No" without punishing you in some way.

Expecting the likely consequences of saying "No" to these people can make it very difficult to stand our ground.

IV) Poorly Defined Values

If you are not clear on what your strongest personal values are, it is very difficult to define interpersonal priorities that fit your values.

1) What things are so important to you that you are not willing to negotiate or sacrifice?

~Morals?

Am I willing to go against my conscience concerning what I believe to be right and wrong? If I make the choice to break my personal moral code, am I adding more issues to the situation (i.e. Guilt)? What does it say about the health and character of the relationship if this is expected of me?

~Beliefs?

Am I willing to sacrifice my voice on my personal opinions and beliefs? Is this something the other person expects of me? Do I feel that keeping peace is necessary - even if I am expected to agree with something that I don't?

~Significant Other?

Am I willing to damage my relationship with my significant other for the sake of a relationship with birth family, or friends?

~Family?

Am I desiring a romantic relationship badly enough to put my children at risk? Is the safety and well-being of my family higher on my value list than relationships that I think I would enjoy?

V) Poorly Defined Effectiveness Goals

1) What is your primary goal with this relationship / encounter? (i.e. Objective, Relationship, or Self-Respect)

Our effectiveness goals differ with different relationships and even different situations within those relationships. The top priority is not going to be 'Relationship Effectiveness' if your boss is asking you to lie to a customer for example. Worksheets on this topic can help you hone in on what your effectiveness goal is for any situation.

2) Which is most important to you, Long Term or Now?

~ Is the current situation serious enough that it outweighs the long-term security of the relationship?

If something is occurring that can break down trust, or causes questions regarding the healthiness of the relationship, it is likely something that outweighs the security of the long-term relationship.

~ Is the current situation one that you can negotiate on for the sake of the long-term relationship goals?

Frequently in any relationship, both parties "want" something different at different times. Is what you want this time something you can give up for the sake of the long-term goals? Remember: It is equally as unhealthy for a relationship if one does all the giving - as it is if one never does any giving.

VI) Indecisiveness

You many have the ability, but your own indecision stops your effectiveness

1) How can you get what you want, until you KNOW what you want?

If you can't decide what you want, you might benefit from pros/cons or check the facts worksheets. The clearer you can see the full picture along with likely consequences of any decision you make, the easier it becomes to pinpoint what you want in any given situation.

VII) Worry Thoughts triggered by Myths

Maybe you know exactly what you want and know what to say and do to be effective but are just too anxious to act on it.

Those old worry thoughts and past habits, that were created by your belief in personal myths, can come creeping back into your mind. Those thoughts can increase emotions about your situation that can interfere with your comfort in saying and doing what you want.

Without the ability to make stories, we could not process the world or function properly. We want to take care, though, that our stories are always evolving and taking into account new discoveries and distinctions. Mankind was stuck for a long time telling itself that the Earth was the center of the universe. What equally absurd stories are we telling ourselves now?

When we honestly question what we know about ourselves and the world. We typically find that our deepest assumptions are nothing more than a story we've been telling ourselves about how the world works.

It ain 't so much the things we don't know that get us into trouble, it 's the things we do know that just ain 't so."

— Mark Twain

If "Ignorance of the facts is a great aid to belief in myths" - then discovery of the facts logically is the best MYTH BREAKER.

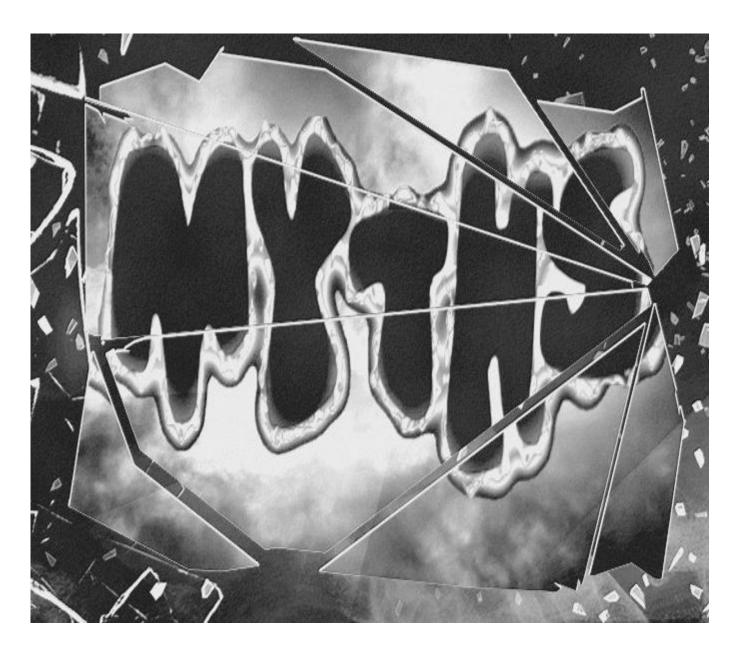
What do we discover about the following myths that often Reduce Interpersonal Effectiveness when they are checked with the facts?

1) Saying "NO" to a request tells others that I am a selfish person.
2) I should be willing to sacrifice my own needs for others.
3) I don't deserve to get what I want or need.
4) It doesn't make a difference; I don't really care.
5) Obviously, the problem is just in my head. If I would just think differently I wouldn't have to bother everybody else.
6) Making requests is a really pushy thing to do.
7) I must be totally inadequate if I can't fix this myself.
8) I have to know whether a person is going to say yes before I make a request.
9. I can't stand it if someone gets upset with me.
10. If I make a request, this will show that I am a very weak person.
What other myths that have held you back can you think of?

Cheerleading (FACT) Statements for Interpersonal Effectiveness

- 1) I can be a good person but still insist that my rights are met.
- 2) I have the right to assert myself some of the time, even if it is not convenient for others.
- 3) My thoughts and opinions are just as valid as those of others.
- 4) If others choose not to be assertive this does not mean that I shouldn't choose assertiveness in my interactions.
- 5) I can ask someone for what I want, while being able to understand and validate them at the same time.
- 6) It is normal and acceptable to want or need something from another person.
- 7) It is my choice if I ask someone for something I want or need.
- 8) If a request I make is denied, this does not mean I should not have bothered to ask.
- 9) While I may not like it; I am able to tolerate not getting what I want or need.
- 10) I want to please people I care about, but it is not good for either them or me to try to please them all of the time.
- 11) If I don't successfully obtain my objectives, it doesn't reflect on my skill effectiveness.
- 12) It is important that I take care of myself, giving too much will just leave me with nothing to give.
- 13) I can deny a request, and still like the person who asked. If it is someone I care about they will likely understand that is not a rejection of them.
- 14) I am not obligated to agree to do something for another just because they ask.
- 15) Saying "No" to a request does not mean that I am selfish.
- 16) If someone gets angry because I told them "No" it does not mean I should have said "Yes".
- 17) Only /know where / need to stand my ground.
- 18) Even if my choices inconvenience others, I can still feel good about myself.

MYTH BREAKERS



INTERPERSONAL EFFECTIVENESS

MYTH BREAKER #1A WORKSHEET AFTER THE FACTS - CHECK

Saying "NO" to a request tells others that I am a selfish person.

l)	Do	1 ".	AL	WA	YS"	say	"No"?
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2) What was it about this situation that caused me to 'want' to say no?	1) Do I typically respond with a "Yes" when I am able to, and doing so does not put a burden on me? (NOTE: not necessarily always, but typically) Yes No
II) Should I "NEVER" say "No"? 1) In this case did saying "Yes" cause personal hardship? Yes No How? 2) Did saying "Yes" to this request require a trade off? Yes No What personal want or need did I give up? What want or need did the one making the request gain? How often in this relationship do I give up what I want vs. my wants being met? 3) Did I have to go against my values to say "Yes"? Yes No How? 4) Did saying "Yes" reduce my self-respect? (ex. Leave me feeling used, foolish etc.) Yes No How? III) Is the request fair and reasonable? 1) Would that person say "YES" to me if I asked them under reverse circumstances? Yes No 2) Would they request the same of another person? Yes No 3) If someone else refused the same request, would I think they were selfish? Yes No	
II) Should I "NEVER" say "No"? 1) In this case did saying "Yes" cause personal hardship? Yes No How? 2) Did saying "Yes" to this request require a trade off? Yes No What personal want or need did I give up? What want or need did the one making the request gain? How often in this relationship do I give up what I want vs. my wants being met? 3) Did I have to go against my values to say "Yes"? Yes No How? 4) Did saying "Yes" reduce my self-respect? (ex. Leave me feeling used, foolish etc.) Yes No How? 1II) Is the request fair and reasonable? 1) Would that person say "YES" to me if I asked them under reverse circumstances? Yes No 2) Would they request the same of another person? Yes No 3) If someone else refused the same request, would I think they were selfish? Yes No	3) If I had chosen to say "No" this time, would it have reflected more on my personal character, or say more about this specific situation?
What personal want or need did I give up? What want or need did the one making the request gain? How often in this relationship do I give up what I want vs. my wants being met? 3) Did I have to go against my values to say "Yes"? Yes No How? 4) Did saying "Yes" reduce my self-respect? (ex. Leave me feeling used, foolish etc.) Yes No How? III) Is the request fair and reasonable? 1) Would that person say "YES" to me if I asked them under reverse circumstances? Yes No 2) Would they request the same of another person? Yes No 3) If someone else refused the same request, would I think they were selfish? Yes No	
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4) Did saying "Yes" reduce my self-respect? (ex. Leave me feeling used, foolish etc.) Yes No How?	
III) Is the request fair and reasonable? 1) Would that person say "YES" to me if I asked them under reverse circumstances? Yes No 2) Would they request the same of another person? Yes No 3) If someone else refused the same request, would I think they were selfish? Yes No	3) Did I have to go against my values to say "Yes"? Yes No How?
1) Would that person say "YES" to me if I asked them under reverse circumstances? Yes No 2) Would they request the same of another person? Yes No 3) If someone else refused the same request, would I think they were selfish? Yes No	4) Did saying "Yes" reduce my self-respect? (ex. Leave me feeling used, foolish etc.) Yes No How?
3) If someone else refused the same request, would I think they were selfish? Yes No	1) Would that person say "YES" to me if I asked them under reverse circumstances? Yes
No	2) Would they request the same of another person? Yes No
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what fact(s) could I challenge this myth with?	What fact(s) could I challenge this myth with?

MYTH BREAKER #1B WORKSHEET CHECK THE FACTS – BEFORE DECIDING

Saying "NO" to a request tells others that I am a selfish person.

1)	Do	I "ALWAYS"	sav	"No"?
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1) Do I typically respond with a "Yes" when I am able to, and doing so does not put a burden on me? (NOTE: not necessarily always, but typically) Yes No
2) What is it about this situation that causes me to 'want' to say no?
3) If I choose to say "No" this time, does it reflect more on my personal character or more about this specific situation?
II) Should I "NEVER" say "No"?
1) In this case will saying "Yes" cause personal hardship? Yes No How?
2) Does saying "Yes" to this request require a trade off? Yes No
What personal want or need am I giving up?
What want or need does the one making the request gain?
How often in this relationship do I give up what I want vs. my wants being met?
3) Would I have to go against my values to say "Yes"? Yes No How?
4) Will saying "Yes" reduce my self-respect? (ex. Leave me feeling used, foolish etc.) Yes No How?
III) Is the request fair and reasonable? 1) Would that person say "YES" to me if I asked them under reverse circumstances? Yes No
2) Would they request the same of another person? Yes No
3) If someone else refused the same request, would I think they were selfish? Yes No
What fact(s) could I challenge this myth with?

MYTH BREAKER #2A WORKSHEET AFTER THE FACTS - CHECK

I should be willing to sacrifice my own needs for others.

II) Was meeting the needs of the other(s) actually what they NEEDED in the situation?	nis
) By helping them with what they needed, did I deprive them of a lesson in life that they need learn? Yes No What lesson?	d to
2) By helping them with what they needed, did I deprive them of a sense of mastery, as a resu meeting that need themselves? Yes No B) I may have deprived them of:	lt of
(II) Do I sacrifice my own needs so often that it is now expected?) Do I over-sacrifice to earn love, validation, or approval from other people. Yes No 2) Do I sacrifice because I place a low value on myself? Yes No B) Do I sacrifice so often that I am teaching others not to value me and my needs? Yes No	
(V) Do I sacrifice my needs for the needs of others - to the point that I am tempty? (a) Am I getting enough of my needs met that I am keeping my own bucket full? Yes No	
2) Did I need to take time to fill my own tank first, before trying to fill the tanks of others? Yes No What did I need first?	
'Self-sacrifice is a noble thing <i>if</i> the gift is given because one wants to give if a gift is given from a place of obligation, guilt, neediness, or a desire to approval, it is not really a gift at all." What fact(s) could I challenge this myth with	win

MYTH BREAKER #2B WORKSHEET CHECK THE FACTS – BEFORE DECIDING

I should be willing to sacrifice my own needs for others.

II) Is meeting the needs of the other(s) actually what they NEED in thi 1) If I help them with what they need, am I depriving them of a lesson in life that they need. Yes No What lesson?	
2) If I help them with what they need, am I depriving them of a sense of mastery, as a remeeting that need themselves? Yes No 3) I could be depriving them of:	sult of
III) Do I sacrifice my own needs so often that it is now expected? 1) Do I over-sacrifice to earn love, validation, or approval from other people. Yes1 2) Do I sacrifice because I place a low value on myself? Yes No	
3) Do I sacrifice so often that I am teaching others not to value me and my needs? YesIV) Do I sacrifice my needs for the needs of others - to the point that lempty? 1) Am I getting enough of my needs met that I am keeping my own bucket full? Yes	l am feelin
~Love? Yes No ~Appreciation? Yes No ~Validation? Yes No	<u>- 110</u>
~Joy? Yes No ~Relaxation? Yes No ~Other? Yes No	
2) Do I need to take time to fill my own tank currently, before trying to fill the tanks of Yes No What do I need first?	others?
"Self-sacrifice is a noble thing if the gift is given because one wants to a gift is given from a place of obligation, guilt, neediness, or a desi	_

MYTH BREAKER #3 WORKSHEET CHECK THE FACTS

I don't deserve to get what I want or need.

I) What conditions must be met for a person to qualify as deserving of having

their wants and/or needs met?

1) What standards do I feel others should meet before they would be acceptable to have their wants and needs met?

2) If someone I love were to fall short of these standards, would I say that they should not have their wants and needs met? Yes _____ No____

11) What do I want for my children, family, and friends?

1) Do I want them to value themselves? Yes _____ No____

2) Would I encourage them to take care of themselves? Yes _____ No____

3) Would I want them to work and give to others all the time? Yes _____ No____

4) Would I want them to relax and have fun some? Yes _____ No____

5) Would I want them to even pamper themselves when needed? Yes _____ No____

1III) Let's take a look at the golden rule: "Do unto others as you would have them do unto you".

What fact(s) could I challenge this myth with?

1) Would I do unto others as I DO UNTO ME? Yes No

2) Don't I deserve the same treatment I would want for others? Yes No

3) Isn't it time to do unto myself what I would want for them. Yes____ No____

MYTH BREAKER #4 WORKSHEET CHECK THE FACTS

It doesn't make a difference; I don't really care.

I) Am I telling this to myself concerning an opinion?
1) Is this concerning something that is of no value to me; really means nothing at all to me?
Yes No If the answer is truly yes, then it is not a myth that needs to be looked at further
(ex. I really don't care if the person across town paints their house yellow or brown, it has no affect
on me either way.)
2) Is "not caring" easier to say because then I don't need to put energy and time into supporting it?
Yes No Is this something I feel I should support? Yes No What would be
required from me to care; to support it?
3) Is not caring a protection from being disappointed if I let myself care and things don't work out the way I hope, or if my opinion is not respected? Yes No
II) Am I telling others this?
1) Am I telling others I don't care as a protection from the pain they could cause me? Yes
No How?
2) Do I think convincing them that I don't care will keep them from trying to hurt me? Yes
No
3) Am I telling others that I don't care to silence them? Yes No
4) Am I saying this because I hold their opinion at little value? Yes No
5) Is this statement invalidating to another? Yes No
III) Am I saying I don't care what others think of me?
1) Do I think that if I say I don't care what others think, it means they can't hurt me? Yes
No How will this protect me from getting hurt?
2) Would it bother me if others saw me as invisible; Don't I want people to think something of me? Yes No
3) If I care what they think of me, do I need to please them? Yes No How? What would I
need to do?
4) Will I have to sacrifice my own opinions if I care what they think of me? Yes No
What fact(s) could I challenge this myth with?

MYTH BREAKER #5 WORKSHEET CHECK THE FACTS

Obviously, the problem is just in my head. If I would just think differently I wouldn't have to bother everybody else.

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MYTH BREAKER #6 WORKSHEET CHECK THE FACTS

Making requests is a really pushy thing to do.

I) Is making a request pushy, or is the way I tend to make requests what is pushy?

MYTH BREAKER #7 WORKSHEET CHECK THE FACTS

I must be totally inadequate if I can't fix this myself.

1) Do I expect everyone I know to be equally competent in every field?

3) Why do I think inadequacy is a reason for not being able to do (fix) other things that I have not ha training for, or not yet learned how to do?
2) Does not being able to do brain surgery mean I am inadequate? Yes No
1) Wouldn't I understand that training/education was required before I could master these skills? Yes No
II) Would I expect myself to be competent with any of these specialized tasks?
4) Would I expect any of these specialists mentioned to design and sew their own wardrobe? Would I think of them as inadequate if they could not? Why or why not?
What if they said they didn't know the first thing about auto engines; would that make them inadequate in my view? Why or why not?
 2) Would I think of a Veterinarian as an inadequate individual if they were not able to do brain surger on a family member if it were needed? Yes No 3) Would I expect the brain surgeon to fix their car if it were in need of repairs? Yes No
them as more than just adequate? What skills?
1) For example; Do I think of a Veterinarian as an adequate specialist? Yes No In other words, don't they have skills that the average person does not possess - that would show

MYTH BREAKER #8-9 WORKSHEET CHECK THE FACTS

I have to know whether a person is going to say "Yes" before I make a request.

I) Does this mean that no matter how badly I need assistance, I would prefer to not get the help I need - if I am not sure ahead of time that the other person will say "Yes"?
1) How is a sacrificed want or need better than a simple answer "No"?
2) If the other person says "No", does that mean I should not have wanted or needed it? Yes No Why or why not?
3) Is anyone a better judge of what I want or need than I am? Yes No How are they, or why are they, not?
4) If they say "No". does that mean I was wrong to have asked? Yes No
5) Can a person deny a request because they are not able to say "Yes" - without it meaning they don'
want to? Yes No
 I can't stand it if someone gets upset with me. 1) Do people only get upset with those who they think badly of, or those they think have done something wrong? 1) Is it possible for someone to get upset with me when I have done nothing to cause their upset?
Yes No
2) Have I ever seemed upset when someone asked me to help with something that I was unable?
Yes No
II) What is the worst that I will experience if someone does get upset?
1) What about this experience is it that can't I stand?
2) Should I consistently do without; to make sure I never upset anyone? Yes No
3) Does it mean I was wrong if someone gets upset? Yes No

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What fact(s) could I challenge this (these) myth(s) with?

MYTH BREAKER #10 WORKSHEET CHECK THE FACTS

If I make a request, this will show that I am a very weak person.

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