



The Smart Girl's Guide to Getting What You Want: How to be assertive with wit, style and grace

Mary Hartley

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Do you feel like you're not heard but you don't want to have to scream?

Personal development coach Mary Hartley explains the secrets of assertiveness – of how to communicate with other people in ways that are confident, effective – but also considerate. Mary reveals the simple steps you can take to help you relate to other people honestly and openly in every area of your life – at work, with your friends and family and in your love life. You will discover that you can be true to yourself and your needs without hurting or diminishing other people.

- What assertiveness is and why it matters
- How to avoid aggression, passivity and manipulation
- Tips for handling tricky situations including put-downs and dealing with bullies
- Mastering assertive body language and communication

Packed with practical strategies and exercises, this book will show you how to be confident, assured and proactive – with style.

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