



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

By Mary Hartley

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

*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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### **Editorial Review**

#### **About the Author**

Mary Hartley is a writer and personal development coach who leads workshops and training courses in a wide range of personal development fields. She is the author of several books including: *The Good Stress Guide*, *Managing Anger at Work*, *The Busy Woman's Handbook*, *Stress at Work* and *How to Listen So That People Talk*. Some titles are on University, Relate, National Health and other practitioners' reading lists, as well as many relevant forums.

Mary contributes regularly on various aspects of communication and personal development in publications such as *The Guardian*, *Daily Mail*, *The Sun* and *Psychologies*, and has participated in discussions on Radio One, Capital Radio, BBC Radio Scotland, BBC Radio Jersey and Radio Shropshire. She was also the consultant for a BBC Learning Zone program on managing anger.

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##### **Mary Andrade:**

Playing with family inside a park, coming to see the water world or hanging out with close friends is thing that usually you have done when you have spare time, and then why you don't try matter that really opposite

from that. A single activity that make you not experiencing tired but still relaxing, trilling like on roller coaster you have been ride on and with addition associated with. Even you love The Smart Girl's Guide to Getting What You Want: How to be assertive with wit, style and grace, you may enjoy both. It is fine combination right, you still would like to miss it? What kind of hang-out type is it? Oh seriously its mind hangout men. What? Still don't have it, oh come on its called reading friends.

### **Lisa Phelps:**

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