

Handout – Self-Advocacy Action Plan

1. Know Your Needs and Rights

- a. What exactly do I need or want? _____
- b. Why is this important to me? _____
- c. What policies or rules might apply? _____
- d. What else do I need to know before I make the ask? _____

2. Communicate Clearly and Respectfully

- a. Who do I need to talk to? _____
- b. When is the best time to have this conversation? _____
- c. My main points to communicate:
 - i. _____
 - ii. _____
 - iii. _____

3. Be Persistent Without Being Aggressive

- a. Possible solutions I can suggest:
 - i. _____
 - ii. _____
- b. How will I stay calm if challenged?

4. Know When and How to Escalate

- a. If my first attempt doesn't work, my next step is: _____
- b. Who else might be able to help me with this? _____

5. My Action Plan

- a. What I need/want: _____
- b. Who I need to speak with: _____
- c. When I will do this by: _____
- d. One obstacle I might face and how I'll handle it: _____