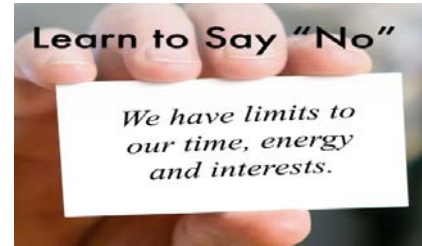


Learning to say NO can be a valuable tool to conserving your energy

How to Stay the Course: Know Your True North



In today's busy world it is easy to become overwhelmed with so many tasks on your plate. For many, it becomes a matter of juggling multiple roles and learning how to do more in less time. It's time to learn how to work smarter, not harder! To do this, we often just need to learn how to say one easy word...NO! This worksheet will help you start to define why that might be difficult for you.

Questions to ask yourself when someone asks you to do something:

- ✓ Does this need to be done right now or can it wait until I have more time?
- ✓ Am I the right person that needs to be doing this or could someone else be handling this?
- ✓ Do I have time to do this or would it be best for me to decline and save my time and energy for other things that truly need my attention?
- ✓ Does doing this add value to my life?

Answering these questions can help you determine whether you should move ahead and make a commitment or whether you can politely say this is not the best time for you to accept the responsibility being asked of you. Sometimes you may need to help someone else problem solve to find another person to handle the task.

Defining ways to say NO:

List ways that you can say no to others when they ask you to do something that you are unable to do at the time.

1. _____

2. _____

3. _____

4. _____

5. _____

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Suggestions:

Be polite, avoid becoming defensive. Do not apologize, your time is valuable and if this is something you cannot commit to, own your feelings and behavior. This is acceptable. Do not flip-flop, remain steady in your decision. No means no, not maybe.

If someone asks for an explanation, you really are not obligated to provide one. A simple, "This is not something I can commit to at this time" is acceptable. You can also say, "My schedule will not permit me to commit at this time but thank you for thinking of me." This is polite but direct.

We all have the same 24 hours in every day and you need to remember to leave personal time for yourself. Choose your activities carefully so you do not overcommit yourself and then overwhelm yourself. Leaving ME time in your day does not make you selfish, it makes you SMART. Be kind to yourself, schedule yourself into your own day!

