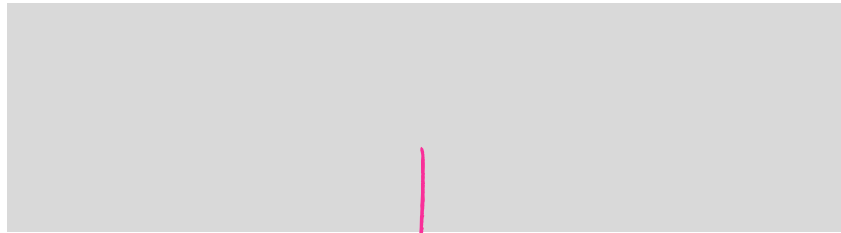


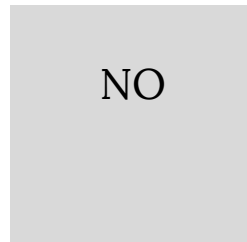
Flow to the No



Situation in question



Do I want to do this?



Awesome!
Then say
yes!

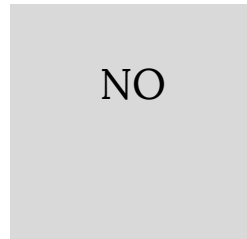
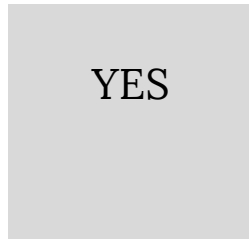
Don't do it!

Y
E
S

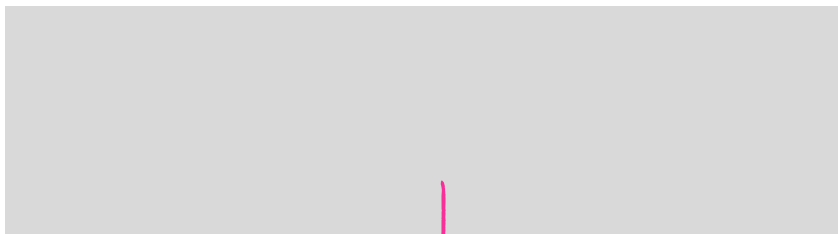
N
O



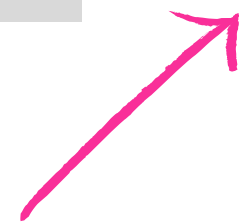
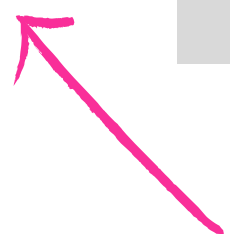
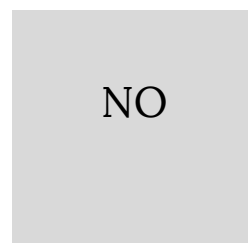
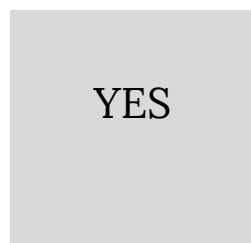
Is this aligned with my values?
Will it support my values?



What will I have to give up,
adjust or shift to make this happen?



Is that feasible right now?



Flow to the No

First off, let's get this straight: saying no does NOT make you a bad person. Our society has led many of us to believe that, but it's simply not true.

Let's also let go of the belief that saying yes means we're successful or important. Saying yes to everything and constantly being busy does not define your worth or success, living your life aligned with your values (which leads to happiness) does!

Use this handy flow chart on the next page to decide when to say yes and when to say no.

Then, if your answer is no, use the tips and phrases below to effectively communicate your decision:

- Be direct - "yes", "no", and "thank you but i can't" are simple and to the point
- Don't make up excuses - that usually leads to guilt, so just be honest and direct
- Don't say you'll think about it - unless you really do want to, this just prolongs your decision
- Practice - role play saying no with a family member or friend
- Be polite - "thank you for thinking of me, but I just can't take on any more right now" is kind and to the point
- Ask for details - if you really want to say yes but the timing isn't right ask if this is something that could be revisited later
- Ask yourself - are you saying yes for you, to better you, your goals, your life, or to impress or compare? That should guide you to an honest answer

**"IT IS ONLY BY SAYING "NO" THAT
YOU CAN CONCENTRATE ON THE
THINGS THAT ARE REALLY
IMPORTANT."
-STEVE JOBS**