



The practice of saying no: (this appears easier than it actually is! - Enjoy)

Before you respond to any request or opportunity, learn to STOP.

PRACTICE: For two weeks, practice noticing your automatic responses and with whom you respond automatically. Notice any judgments or commentary you have with yourself as you notice. Write down what you observe and with whom daily.

Now that you've started to notice your automatic responses, learn to INTERRUPT.

PRACTICE: For at least two weeks, practice non-immediate response. Some suggestions: "I'll get back to you," "let me think about that one,"
"I'll call/e-mail you by _____ with a response."*

Write down what you observe and with whom daily.

*this one seems like you're creating more work for yourself, but you're NOT!

Before you get back to the person requesting of you, go through the *Saying Yes—Saying No* exercise (following page).

After Step 3 and before responding add the original request plus all the additional "yes's" to your calendar. Take a look at your weeks/month(s) prior to and including all that's being requested of you and evaluate your schedule.

5. If you plan on a "yes" response, schedule all included "yes's" into your calendar NOW, and double check the amount of time, effort and energy to participate, then respond as promised.

If you plan on a "no", respond as promised—with no excuses for your no. **

**if you experience guilt by saying "no," journal about what you notice—you may choose to work on this practice for a longer period of time.



Saying Yes—Saying No*

By saying Yes to: _____

I'm also saying Yes to:

I'm saying No to:

By saying No to: _____

I'm saying Yes to:

I'm also saying No to: