

Just Say No

- Because of the explosion of communications technology, we are more accessible to more people than ever before.
- We can be reached by phone, cell phone, text, fax, regular mail, e-mail, and social media.
- We are available 24x7.
- Everyone wants a piece of us.



We suffer under project and productivity overload at work, taking on more than we can deliver in an unconscious desire to impress others, get ahead, and keep up with others' expectations. Meanwhile our top priorities go unaddressed.


**KEEP
CALM
AND
JUST SAY
NO!**

- To be successful in achieving your goals and creating your desired lifestyle, you will have to get good at saying no to all of the people and distractions that would otherwise devour you.
- Successful people know how to say no without feeling guilty.
- No is a complete sentence.

Just Say No

Learn to **say 'no'** to the good so you can **say 'yes'** to the best.

– John C Maxwell

- Create a stop doing list and write it down.
- Make a list of policies. A policy is a boundary. Be clear about what you will do and not do.
- Think of time robbing requests “It’s not against you; it’s for me.”

“LEARN TO SAY 'NO' TO THE GOOD,
SO YOU CAN SAY 'YES' TO THE BEST.”

- If you are going to increase your results and the amount of free days in your life, you must eliminate activities, requests, and other time-stealers that don’t have a high payoff.
- Structure your work so that you are focusing your time, effort, energies, and resources only on projects, opportunities, and people that give you a huge reward for your efforts.

**WHEN YOU SAY
'YES' TO OTHERS,
MAKE SURE YOU
ARE NOT SAYING
'NO' TO YOURSELF**

PAULO COELHO

Just Say No

- Pareto Principle: when 20% equals 80%
- If you surveyed your life and jotted down those activities that brought you the most success, the most financial gain, the most advancement, and the most enjoyment, you would discover that about 20% of your activity produces about 80% of your success.

**GOOD IS THE
ENEMY OF
GREAT!**

What if instead of watching TV, mindlessly surfing the Internet, running unnecessary errands, and addressing problems you could have avoided in the first place, you used the extra time to focus on your family, your marriage, your business, your breakthrough goal, starting a new income stream, or other more productive activities?

Jay – Being a service organization it is hard to say no; stick to our service portfolio

John – said no to running a 50 foot patch cord because it was a “quick fix” not a solution to the problem.

Larry – if you have to say no – then you have to explain why (e.g. priority, not possible, not in their best interest)

Jennifer – gave an example of her moving the responsibility of vSoft to Student Services

Frankie – have an example of how she said no to a recent request for her to watch a demo of a new product