



Saying Yes or No TM

Coaching Tips & Tools

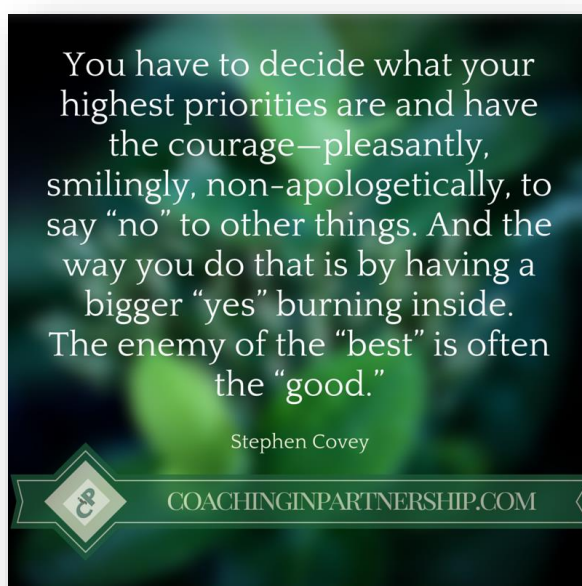
How to's, Practices, Questions ...





Saying Yes OR No TM

The intention here is to support you in forming the healthy habit of thinking of the consequences for you of saying either 'yes' or 'no'. Either can cost you or serve you to different degrees. Today's practice is to create conscious choices.



Make a list of the times throughout a typical day or week when you say '**Yes**' when you feel that you would have liked to say '**No**', or, when you realised afterwards that '**No**' would have been more in line with your own daily/weekly/long term goals or needs (e.g. I will focus on the good in the world today or I will say yes to opportunities to network).



And vice versa – saying ‘**No**’ when it to say ‘**Yes**’ would have lead to a better outcome for you.

Then, without judgement, focus on what you have gained and lost by saying **Yes** or **No** to requests, tasks, likes, dislikes, invitations, decisions, circumstance etc... Be as specific as you can, although sometimes, it may need to be more generalized.

Remember, there are only *EVER* **24** hours in a day and **7** days in a week, so whenever you are saying ‘yes’ to something, you are saying ‘no’ to something else. Life is precious... so spend your ‘yes’ & ‘no’ wisely 😊

Now - write it down, observe your choices, do you notice any patterns? Be honest & be clear.

Helpful Tips for Saying No

If you find it difficult to say no, here are some guidelines and suggestions to support your practice of saying no. Imagine a scenario and then practice saying no either by yourself or with a friend. This will get you feeling a lot more comfortable with saying no. Remember to:

- ✚ Be direct, such as “no, I can’t”, “no, I don’t want to” or “Thanks for asking”.
- ✚ Don’t apologize and give all sorts of reasons.
- ✚ Don’t lie. Lying will most likely lead to guilt—and remember, this is what you are trying to avoid feeling.
- ✚ Remember that it is better to say no now than be resentful later.



By saying Yes to...	I have said No to ...	And I have lost ...	And I have gained ...
I have learned			
By saying No to ...	I have said Yes to ...	And I have lost...	And I have gained...
I have learned ...			