



HOW TO SAY NO BY SAYING YES

One of **THE** most common reasons people feel overwhelmed in the workplace is because they struggle to say the simple, two-letter word:

“NO.”

They don't want to disappoint others, and so they take on a higher volume of work than they can reasonably manage.

Saying “no” gets a bum rap. It sounds resistant, non-compliant, and can feel non-collaborative.

By always saying “YES” in the moment we can avoid conflict...in that moment. But there is always a price to pay, eventually. The price includes overwork, the loss of valuable free time, growing resentment of the person to whom you said “yes,” and a growing expectation on the parts of others that you'll say “yes” to the next request—whatever it is.

IN THIS HALF-DAY WORKSHOP, we'll explore the reasons we say “yes” more than “no,” and the reasons we continue in that pattern. Most importantly, though, we'll look at how to make our “no” a function of our clear “yes.” Our “yes” includes the things we are emphatically committed to, that enables us to spot and to say “no” to the things that pull us away from that. Learning to say “no” for all the right reasons is a skill that can change your life.

“ The right ‘no’ spoken at the right time can change the course of history. ”

Greg McKeown

TO SCHEDULE A WORKSHOP

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