

## To say No! one must first say Yes!

(You'll need a thick pen for part of this, although scribbling will work too. Also, if you get stuck at any point, feel free to email me [Gareth@fight-mediocrity.com](mailto:Gareth@fight-mediocrity.com))

Part of learning to say No! is to first establish what you've said Yes! to. What you need to do first is look back at the last 10 things you agreed to do. (you can do more, but 10's a nice number to start with, feel free to list 20 or 30 or 792 if you want, although 792 may take you a long time and I'd hate for you to get discouraged this early)

What I've said Yes! to	How I felt after I'd completed the task	Would I say Yes! again?	
			
			
			
			
			
			
			
			
			
			

## **To say No! one must first say Yes!**

Now, you're going to go back and look at all the things you've said Yes! to and look at how you felt, either, just after you'd completed them, or just before you wriggled out of doing them. And, you're going to write it down.

Now that you've completed the exercise, comes the fun part. If asked again, would you say Yes! or No!. Circle the Knight for Yes! and the Dragon for No! (you can scribble out the other picture as well, try it, it's fun and stress relieving)

On the next page are two columns. One called Hell YES! and one called Not a chance in Hell! (feel free to use more colourful language) You're going to want at least 2 copies of this page. Write down all the items from the first list under the appropriate heading. Look at everything on the No! side. There should be a few common elements. This could be anything from not liking the person who asked you, to finding the task dull and pointless, to getting frustrated because you didn't have the skill required to complete the task efficiently. These commonalities are what you're going to list in the second copy. Do the same for the Yes! things.

That second copy should now have more general ideas, rather than specific tasks. Use this as a quickie reference when someone asks you to do something. (Pulling it out in front of your boss, may, however be a career limiting move, so exercise some common sense. If you've already resigned, feel free to take it along to meetings and consult it regularly)

You may want to repeat this exercise every few months, just to make sure you haven't started saying Yes! to things you should be saying No! to. If you update the list every week or so and just do the common threads every month or two, that will help you figure out your Yes! and No! tasks very quickly and with a minimum of stress and effort.

**Good Luck and Happy Hunting.**

**To say No! one must first say Yes!**



**HELL YES!**



**Not a Chance in Hell!**