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To access your  
pathway to success

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## LEARNING TO SAY "NO"

Taking on and completing **important** projects can be very rewarding in personal life and in business. The problem occurs when you say 'yes' to almost any request no matter what it is, who is asking, or how much work you already have on your plate.

Always saying 'yes' is a major source of overload and **stress**, and it can lead you away from your priorities into less important tasks.

When you accept every task thrown at you, your **overload** will produce stress. Remember that you can do almost anything, but you cannot do everything.

**Whenever you accept a new task or responsibility, you are *always* giving up something else.** You could be giving up your free time, or an extra twenty minutes of sleep, or time that you would have spent with your family, or exercising.

If you want to escape from the worst practice of always saying 'yes':

- Your first step has to be to promise yourself to consider each request carefully before accepting it, instead of doing it automatically. Then at least you will be making an informed conscious **decision** fully aware of what you are giving up in order to accept the extra responsibility.
- The second reason people say 'yes' when they should be saying 'no' has to do with their internal motives. The most common ones are a **desire** to please, fear of rejection, and feeling guilt.
- Don't get lured into saying "YES when you really mean NO. If others have a problem with you saying No, it is THEIR problem. If you feel comfortable that that is what's best for you, then stick to the decision.
- A great question to ask yourself is, "Is this what I really want to be doing in my life"?

Rather than being so overwhelmed by the level of stress in our lives, we must **choose** instead to **select** the jobs that we enjoy, that will contribute to our wellbeing.

After all, we only have one life, and it may as well be lived in alliance with making us feel **great!**