

# Focus Activity: Just Say No

## Just Say “NO”

### Learn how to say “NO”

- There is a potentially endless stream of requests for your time. Don't let these unplanned requests derail your planned activities.
- Before you say yes to anything, evaluate the time and the commitment and ask if it measures up to your values.
- Everything you do (or don't do) counts. Everything has a consequence – even if it isn't immediately obvious.
- Learning to say “no” is both important and empowering.

Are you over-extended?      \_\_\_\_ Yes                      \_\_\_\_ No



In what areas of your life do you need to learn how to say no?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

What activities in your life could you reduce or eliminate? Make a “NOT DO” list.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### Enjoy “Down Time”



- All work and no play is a recipe for failure.
- Everyone needs downtime.
- Take time for the things you enjoy and do them for the sheer pleasure.
- No down time leads to burn-out. Be careful!