# The Art Of... SAYING NO

## THE WORKBOOK

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### INTRODUCTION

If there is one thing you should have learned from the accompanying guide to this workbook – it's that **"no"** can be the **most powerful word in your vocabulary.** 

#### ...IF you use it!

Far too often, we are in situations where we say "yes," but we so dearly want to say "no."

Your mind might be screaming "no," you might be tense and cringing on the inside – but no matter what, "yes" comes out.

In this workbook, you will be working through specific exercises designed to turn that regrettable "yes" into a confident, guilt-free "no."

Let's get started!

### WHAT YOU WANT

One of the main reasons we struggle to say "no" is because **we lose sight of what** is important.

It's easy to say "yes" when you aren't thinking about yourself. Most often, you blurt out a regrettable yes because you want to please someone else.

**It's time to start thinking about yourself!** If you know what you want and what's important in your life – you will find it much easier to say **"no"** when you need to.

This section is all about defining what you want or desire in life.

#### Most Important Goals

Take some time to reflect on what your most important goals are. These goals aren't things you want or would be nice to have (more on that later), instead **focus** on things you are already actively working towards.

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### Most Important Relationships

It's quite likely that you have a number of relationships in your life. **Some are very** *important, and some ...* not so much.

*For this section, focus on the relationships that are most important in your life. The people you would go above & beyond for.* 

Don't limit it to just loved ones, though. You might have a boss, doctor, mentor, etc., that is also important to you.

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### Most Important Desires

**Desires differ from goals because you aren't actively working on them yet.** There is some natural overlap, but for this exercise, focus on things you desperately want.

Don't censor yourself; write down everything you can think of.

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Now that you have finished these exercises, you should know what is important to you.

You have stated your goals, significant relationships, and desires. Keep these things in mind.

When someone asks you for something that directly conflicts with or damages anything listed above, consider telling them "no!"

### REFLECTION

Another critical step to overcoming your people-pleasing ways is to **spend some time reflecting on the past.** 

Reflection allows you to look back and consider the harm or regret that saying "yes" has caused you in the past.

It will help you stay firm and resolute when you need to say "no" in the future.

### The Last Time I Said "Yes" And Regretted It

When was the last time you said "yes" **and truly regretted it?** You probably don't have to think too hard about this one.

It might have been as simple as saying "yes" to an invitation you weren't feeling, or it might have been something more serious.

Regardless of what it was, take some time to write about it now.

The Last time I said "yes" and regretted it was:

### Why did I Say "Yes?"

Thinking about the above recollection, **why do you think you said "yes"?** Was it to make someone happy?

**Did you feel pressured?** Think of as many reasons as possible and list them.

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### How Would Saying No Have Helped Me

Now think about the **ways that saying no would have helped you.** Would it have saved you time?

**Would it have set a boundary/expectation?** Would you have been happier? Think of as many benefits as possible and list them.

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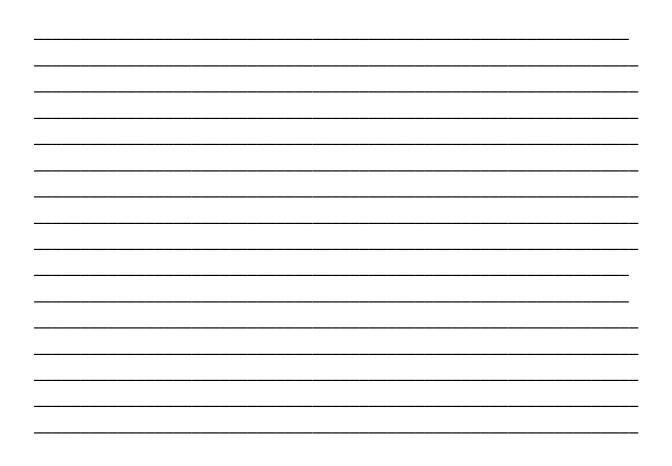
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### What I Will Do Next Time

Now it is time to tap into the power of visualization. **What will you do or say the** *next time something like this comes up?* 

What did you wish you had said back then? We will leave the rest of the page free because you need to be as detailed as possible.

Once you have written it, re-read it as many times as possible. **Envision yourself** doing/saying it as often as it takes to stick.



### WHAT ARE YOUR "RULES"

Like people always say, "rules are fun!"

...ok, maybe no one says that. However, in this case, they are not only fun, but they are also freeing!

In this exercise, you are going to make some rules. Rules that will free up your time and **help you focus on what's important.** 

These rules will help you recognize when to say "no."

#### I Am Not Available...

It's a simple rule. **When are you not available?** These are the times (after 9 pm on a weekday) or events (during my evening family time).

If someone wants you to do something during these times, they get a no!

Times I am Not Available:

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Events I am Not Available During:

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I Refuse To...

What are some tasks, activities, or duties that you refuse to do, period. It might be a particular activity (i.e., I don't do windows!), or it could be something you believe in (I can't attend events that support...).

If someone is asking you to do these, you can let them know that you refuse.

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### People Who Disrespect My Time

Think about your current life. **Do you have any people that habitually disrespect your time?** 

Any friends that constantly get you to do things you don't enjoy? Any coworkers that ask too much of you?

Any bosses that **won't respect your boundaries?** List them here, and the next time they ask something frivolous of you – **try a no!** 

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### CONCLUSION

Now that you have worked your way through this series, you are well on your way to being able to give a guilt-free "no."

In the first section, you figured out who and what is important in your life.

If saying "yes" takes time, resources, or energy away from these things, then you need to consider saying no.

In the second section, you reflected on **how saying "yes" has hurt you in the past.** 

Try to keep this in your mind. It's much easier to say "no" when you remember what you might lose by saying "yes."

In the last section, you set some rules and boundaries.

You figured out times you weren't available, as well as activities you refused to do. Lastly, you figured out the people you need to set better boundaries with.

Armed with this information, you are now ready to begin turning each regretful "yes" into a guilt-free confident "no."

Best of luck!