

# Saying No for Flow



# **Key Takeaways**

- The Necessity of No
- Saying No Commands Respect, Reassurance & Admiration from Others
- Saying No Like a Pro
- 4 Asserting Your Boundaries More Broadly
- 5 Saying No Starts with Learning How to Assert Your Boundaries
- 6 Striking the Sweet Spot Between Collaborative and Assertive

## Quote:

- 46 No is the key to defining your strategic focus and every important Yes therefore may require a thousand Nos. 99
  - William Ury

# Diagnostic N/A

# **Exercise**

Yes Tracking & The Big 5

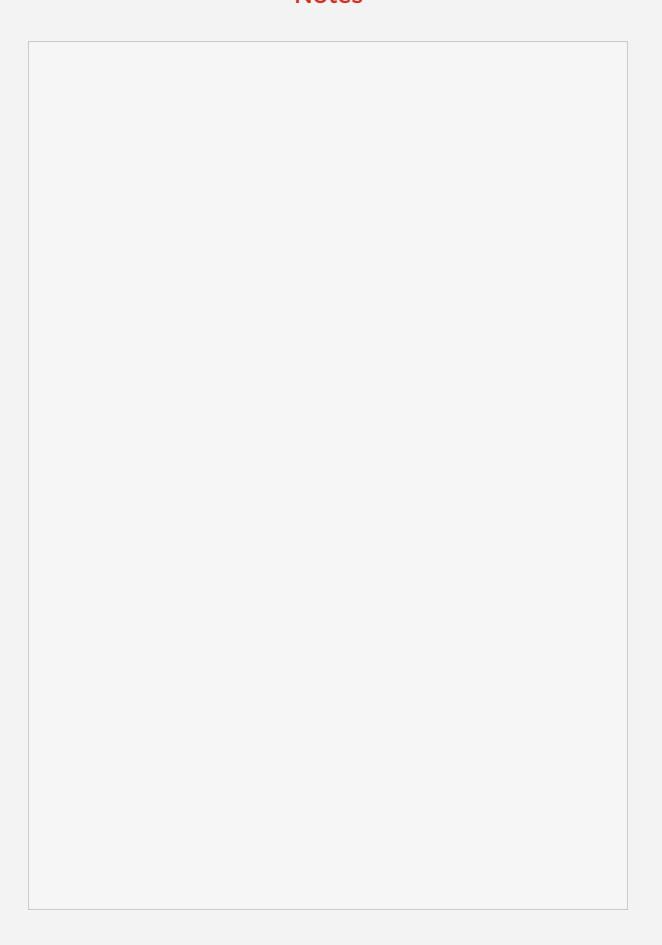
See next page for details

# **Exercise**

### Yes Tracking & The Big 5

stly, read the <u>Executive Summary Of The Power of A Positive No</u> every ning, for the next week, list where you said yes, when you should have said	d
This will make you hyper aware of the excessive agreeableness.	<u>.</u>
ecome a "no-man"— if in doubt, for the next six weeks SAY NO!	
ike the Big Five personality test, assess for agreeableness. If agreeable, pa	W
a attention to this lecture and exercise as it's more of a challenge for you.	

# **Notes**



### ☐ Lesson Resources

- 1. Executive Summary Of The Power of A Positive No
- 2. Big Five Personality Test
- 3. Deep Work by Cal Newport
- 4. The Three Nos Not to Do:
  - An estimate of how much it has damaged your attention. Accommodate Saying yes when you wanted to say no
  - Attack A poor, destructive delivery of your "no"
  - Avoid The avoidance of any commitment, neither yes nor no.

### 5. Optimal Separation While Working From Home!

- "Go to work" Have clear times for when you're "at work" and ensure everyone knows.
- Environmental Separation Some physical separation is key, even if it means putting a desk in the bathroom!
- Embed Transition Rituals Replace your commute with an equivalent primer.
- Get Dressed for Work To help trigger the "on-off" work mode switch.
- Box Work Hours Tightly regimen when you start and finish work, high intensity, low duration.