



Saying No for Flow

Key Takeaways

- 1 The Necessity of No
- 2 Saying No Commands Respect, Reassurance & Admiration from Others
- 3 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:

“ No is the key to defining your strategic focus and every important Yes therefore may require a thousand Nos. ”

— William Ury

Diagnostic
N/A

Exercise

Yes Tracking & The Big 5

See next page for details

Exercise

Yes Tracking & The Big 5

1. Firstly, read the [Executive Summary Of The Power of A Positive No](#) every evening, for the next week, list where you said yes, when you should have said no. This will make you hyper aware of the excessive agreeableness.

2. Become a “no-man”— if in doubt, for the next six weeks SAY NO!

3. [Take the Big Five personality test](#), assess for agreeableness. If agreeable, pay extra 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.