

It's All In What We "No"

By: Dee Dukehart

Impressive.

Each of us has multiple tasks to take care of both at home and work. While we're driving, in a meeting, or even in a conversation are thoughts are usually on other commitments to our employee/ers, children, spouse, client or special event. Our brains are pleading with us, "Slow down. Give me a brake, or I'll break." When was the last time you said, "No"?

No matter whether you're a CEO or an O – office worker—there's usually someone who asks you to perform more. From reports to racquetball, from clients to crises, and from charities to children, there's something or someone to demand more of your time and talents. Do you ever over commit? Ever say "Yes," and then get backlogged or worse, regret it? Don't feel alone.

One of the hardest words for most people to say is, "No." "No, I don't have time." "No, thank you, and I appreciate your offer." "No, we can't right now...." What prevents you from using this huge, yet tiny word? Most of the time it's because you want to be seen, to be too involved or for people to like you. The "Yes" comes from several places: obligation, guilt, command or desire.

You can't be two places at the same time, type three reports simultaneously, or drive, dictate and deliver. When you attempt these feats your organizational skills goes berserk, your time management goes bonkers, and your deadlines go unheralded.

Your mental and physical health thrive when you say "No," and commit to a realistic schedule. You may want to hear your boss or peers say, "I'm impressed with everything you do," but who's paying the price? It's not necessarily the "Yeses" that make us impressive, many times it's in what we "no."

When you "no" your limits, abide by their parameters, and focus on what you can do, then when you do say, "Yes," you know you mean it.

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