

HOW TO SAY **NO** WITH ZERO GUILT

A SIMPLE, PROVEN METHOD TO TAKE BACK 100% CONTROL OF YOUR TIME

ARE YOU READY TO TAKE BACK 100% CONTROL OF YOUR TIME?

Do you know why you always have too much to do? Any idea why your time often doesn't feel like it belongs to you.

Because you suck at saying no.

Let that sink in for a moment.

It's true, isn't it? Your never-ending to-do list is due in large part to the fact that you don't know how to say no. When someone asks for your time, you look at your calendar, see you've got some open time, and since you can't think of a good reason to say no *you say yes instead*.

The results?

- ▶ You always feel like you have too much to do and not enough time to do it, leading to stress and overwhelm.
- ▶ You never have time to work on what's really important to *you*, so everyone else's priorities are always trumping yours.
- ▶ You don't have nearly enough free time, so it becomes next to impossible to clear your head, recharge your batteries, and do things you enjoy.
- ▶ You don't take time to work on improving your health & wellbeing, which means you don't have the full measure of energy and vitality you desire.
- ▶ You don't have time to really put your superpowers to use, so you never feel fully challenged or utilized.

ALL of this can be cured by learning how to say no with confidence. Follow the simple, proven system on the next few pages and you will join the thousands of people who have used these four simple steps to learn how to *say no with confidence* and have finally regained control of their time.

1. REVERSE YOUR CALENDAR

THIS IS THE #1 SECRET TO SAYING NO WITH CONFIDENCE.

Pull out your calendar right now and block off every bit of time that is currently open for the next month. If you're really ambitious, block off the next 2-6 months. Yes, that means you might block off entire days or even weeks on your calendar.

Open time is often called “free” time. When something is free, two things happen: 1. You don't *value* it like you should. 2. Others *take* more than they should. It's almost as if your open/free time doesn't really belong to you — it belongs to whoever takes it first. When you block all of your time in advance, YOU are taking it first, which means you no longer have free time that others can easily take from you (or that you too easily give away). You become hyper aware that you aren't just filling in open time on your calendar, but when you do schedule something you are CHOOSING to give away time that belongs to you. Even if you only take this step, you will be astonished by how much more time you have to spend on what is important to you.

2. ALWAYS CONSULT YOUR CALENDAR FIRST

When you get a request for your time, always say “Let me check my calendar and get back to you.”

That line saves you from feeling pressure to say yes on the spot when you should be saying no. It also keeps you from overcommitting to things because it gives you a little breathing room to really examine your calendar and to be mindful about your time before responding.

Bonus tip: If possible, avoid checking your calendar in front of someone (or even while you're on the phone with someone). It is much harder to say no when someone is in front of you waiting for a response.

3. CRAFT YOUR GO-TO NO

A go-to no is a phrase that you craft ahead of time so you don't have to make up an answer every single time you want to say no. You'll already know what to say. **If you need some help, you'll find a simple Go-To No template and some examples on the next page.** A few tips:

- ▶ Find a phrase that feels comfortable and natural for you. It should sound like something you would say, using words or phrases that you normally use. If you come up with something that doesn't sound like something you would say, it will never sound authentic when you say it.
- ▶ Time is the only excuse you need. Every excuse you may be tempted to use still means you a) don't have the time OR b) don't choose to spend your time that way. So don't waste your breath coming up with other excuses. "I am completely booked" is good enough for 99.9% of all requests you need/want to say no to. And now that you've reversed your calendar it is 100% accurate and true.
- ▶ Keep it short. Short is confident and believable. Long excuses ALWAYS sound like excuses.

4. PRACTICE OUT LOUD

This may sound silly, but practice saying your Go-To No out loud. Your car is the perfect place to practice. You might want to practice with a friend or your spouse (but tell them you're practicing first) because saying no to your dashboard is way different than saying no to someone's face. The more you say it out loud, the easier it becomes and the more confident you will feel and sound.

Also try writing it out in an email to see what it looks like. Sometimes what we say out loud doesn't always translate when we type it out. We can convey so many more nuances when we speak. Take a good look at your Go-To No in print to make sure it still sounds authentic and doesn't accidentally give the wrong impression.

ABOUT THE ORDINARY SUPERPOWERS BOOK

Unleash Your Potential and Create a Superpowered Life

Positive change. It's highly desired, but hard to achieve. So how *do* you achieve it? Better yet, how do you *create* it?

It all starts when you unleash the potential of your **Ordinary Superpowers** — the talents and skills that create the most positive difference in your life, the lives of others, and the world around you. When you discover and maximize these powers, you will start a ripple effect of improvement in all aspects of your life, including career, family, community, and more.

This book will help you identify your most powerful natural talents and create a plan to use your powers with intention and purpose. By the way, your most powerful talents may not be what you think they are...

Ordinary Superpowers is the origin story of your new, superpowered life.

