

Lesson 11, How To Say “NO!” Video Transcript

Hi and welcome to another video on Time to Change. I am John Arnold and I want to welcome you to this video because it's about a very important topic and the topic today is, how to say 'No!'. How many times have you found yourself saying, "I just need to know how to say, 'no' better."? Well today I am going to teach you.

Now, before we do that I want to talk a little bit about why we say 'yes' to things. Specifically, I'll talk about why I say 'yes' to things and may be you will find yourself in that. **I used to find that I often times said 'yes' to things because I could do them, whether I should do them or not.** That was a lesson I had to learn early on. **'Could' doesn't equal 'should.'** Just because I can do something doesn't mean I have to or should do it. So, **you only want to say 'yes' to things that are very purposeful.** Don't say 'yes' just because you don't have good quick reason to say 'no'. If it is not purposeful, it is okay to say 'no' because it is just not how you want to spend your time.

Another realization I had was that **I often times said 'yes' to things because I felt that if I didn't do it, somebody else wouldn't and it wouldn't get done.** Well, some times that was true but a lot of times, frankly, that was a pretty inflated view of me and the power of me. **Sometimes you need to quit things so that other people will do it.** And, often times I found other people would step up to the plate and they might even do something better than I did it. Imagine that. I wasn't the only person in the world who could do it. And you know what... Sometimes I said 'no' and it didn't get done. And you know what ...that wasn't always a bad thing and it wasn't necessarily always my problem to solve.

So, look at your own behavior. See what you are saying 'yes' to and why you are saying 'yes' to those commitments. Are you saying 'yes' because it's purposeful and you want to or, are you just saying, 'yes' because you don't have a good excuse off of the top of your head to say 'no'. Or, are you saying 'yes' because you are worried it can't happen without you. That may not be true and it still may mean that you shouldn't be saying 'yes' to it

anyways. So, that's a little bit about saying 'yes'. Now, let's look at how we go about saying, 'no'.

I had a friend one time he said to me, "Self care is a holy obligation." After he told me that I realized that some times I need to say 'no' to things simple because I need to take care of my own health, I need to take care of my family and I need to guard and protect time to spend with them. **I learned to be able to look at people and be able to say, "I am sorry I can't do that, I have another commitment."** Now some times that other commitment was, "I am going to stay at home with my family. That is a perfectly valid commitment because I have a responsibility to them. Sometimes it meant I was going to take an evening off and that is a good and valid thing to do.

If you have five of seven evenings full and somebody calls and asks you to do something on a sixth evening, you may need to say 'no' just so that your life isn't out of balance. I had one guys that I said to him, "No, I am sorry I have another commitment and you know what my commitment is I am going to stay home with my family and do nothing because I really need to do that right now. I haven't had that time for awhile." If a person doesn't understand that, that's their problem and not yours that needs to be solved. Allow yourself...give yourself the privilege...**give yourself permission to say 'no' to things and start saying, 'yes' to what really matters.**

Now I will end with this. **Once you know that your answer is going to be no to something, don't delay telling a person.** Another mistake that I often times made in saying 'no' was...someone would ask me to do something...have you ever done this...you tell them, "Well let me think about that" and really what you are thinking about is how you are going to tell them 'no'. You're not thinking about whether you need to do it or not. You already know that you are not going to do it. Don't waste their time and don't waste your time in playing that game. You need to just look at them and say, "I am sorry. I don't want to commit to that right now." If they want an explanation you can simply tell them, "I feel like I am overcommitted and that I have no business taking on anything else right now. I wish I could help you." and leave it at that.

So, there you have it. Look at why you are saying 'yes' to things. Give yourself permission to say no. Have some planned responses for how you will say 'no' so that you can do it. And, don't delay saying no. I know if

you practice these things regularly you are going to find yourself relieved of a lot of responsibilities that you resent and you find yourself resisting and you are only half-heartedly doing, because when you are overcommitted and saying 'yes' to too many things it is hard for you to do any of the things that you are committed to effectively. That is no good for you or for anybody else. So, say, 'yes' to what you can realistically do and be very good at that. In fact, be excellent in that.

I look forward to seeing you in the next video and I wish you great success in saying 'no' to many things that come in your path that you have no business doing.