

Say Yes/Say No

Trying to figure out what to fit in?

ME TOO!

Here's what I do to make sure I know what I'm really saying "yes" to. I've included an example for the first few pages.

Blank versions are at the back!

1. What is the ask you are thinking about?

Try to make this as detailed as possible. Not like, "I got asked to speak at the local Chamber," but "I got asked to give a 45 minute talk at the Chamber on Thursday. The lunch starts at 11 and ends at 1."

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Say Yes/Say No

2. If you say yes, what is the time commitment?

Be as realistic & in depth as possible here. "To prepare a 45 minute talk, I'll need to edit my existing deck which will take me about 3 hours, and I'll need to practice it twice. There's a 20 minute drive each way, and I have to be there a 1/2 hour early, and I know I'll stay and chat for 1/2 hour after. Then I'll probably need to follow up with a few people after, so another 1/2 hour. All together, that's about 7 hours of my time, both on the day and before."

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3. What are you saying NO to if you say yes?

You can be as ridiculous or by the book here as you want. My example would probably look like this:

"My kid has a field trip on Tuesday that same week, which I also planned to drive for, and this is on Thursday, but that means I'll have less time for client work during the week. I only have one deadline that week though, which means I need less working hours. If I say yes to this, I'll be saying no to my normal Thursday schedule, and I'll have to replace a few hours of writing time with editing my deck & practicing my talk."

Say Yes/Say No

4. Will you say yes? Or will you say no (i.e., YES to something else)?

You can decide here! Will you say yes, or no? I'll note that I'd say yes to this, but with the understanding that I'd also not have a "normal" week because of it, so I'd also try to remember to say "no" to some other things that I might usually try to do (like my regular workouts, or a blog post for my website).

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5. **BONUS!** If you say YES, or if you say NO what are you really saying YES to?

Something that helps me is to think about - whatever I decide, to think about what I'm really saying YES to. For this, I'd say, if I do it, I'm saying YES to reconnecting with the community I haven't been a part of for a while due to COVID, and working my public speaking muscle that I've missed doing.

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"yes" to. Here are blank versions!

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3. What are you saying NO to if you say yes?

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4. Will you say yes? Or will you say no (i.e., YES to something else)?

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5. BONUS! If you say YES, or if you say NO what are you really saying YES to?

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