Learning to Say NO

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The American Institution of Stress* lists the top causes of stress in the workplace:

- Workload (46%)
- People Problems (28%)
- Juggling work/personal lives (20%)
- Job Security (6%)

*Information from American Institute of Stress website

Why say “no?”

- Not selfish
- Allows space
- To stay healthy
- Develop others
Tips for saying “no”

- Be firm & clear
- No excuses
- Prioritize

Steps

1. Listen
2. Say “no”
3. Remain non-confrontational
4. Stand firm

Saying “no” to your boss
Boundaries

The most important things

...
**PERSONAL MISSION STATEMENT**

Statements of Tribute Worksheet: Retirement Party or Your 80th Year

This exercise helps create a personal mission of who you want to be to avoid living a life of regret.

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<th>ROLE#</th>
<th>STATEMENTS OF TRIBUTE</th>
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Excerpt from *The Seven Habits of Highly Effective People*

“What is important is seldom urgent, and what is urgent is seldom important.”
WEEKLY PLANNING

1. REVIEW your mission
2. REVIEW previous week
3. IDENTIFY a priority goal
4. PLAN for the week

Thank you!

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