



Purpose & Filter

It would be extreme to say NO to everything, so the first step is to clarify your purpose or day's intention (what you say *yes* to). You can get a quick definition of your purpose with the exercise here. With a more precise definition of your purpose, you can imagine a FILTER for requests, tasks and opportunities. Should they get through your filter or not? Additionally, If it isn't a full-body, purpose-driven: *'hell, yes'*, shouldn't it be a no? Say yes only to what sparks joy. You should also clarify the purpose (*the why*) for the precious time and energy you're aiming to save.

Some Techniques

- Say no clearly but with kindness. Avoid time-related excuses such as *I'm too busy*. Time is perceived as being *under our control*, so it is seen as a personal preference that you're not using your time for me. People respond more positively to excuses *out of perceived individual control*, such as resource issues, prior obligations or commitments.
- Say no, but provide an alternative: I can't, but Bob might.
- No, with humour: I'd be rubbish at that. Try Bob.
- Yes, but what would you like me to drop, as I'm at capacity?
- Get thinking time, delay your answer. Let me get back to you.
- Alternative delay: Yes, but not until ... check the diary.
- Hide. Become hard to find. Avoid requests altogether.
- Block out time in your calendar so you cannot say yes. Or have buffer time that can only be scheduled the day before.
- Practice NO with easier situations, requests or people. You can always say yes later.
- Imaginary PA. Invent a strict puppet PA who answers all your requests for you. Or even hire a real PA to say NO for you.

Simple purpose statement. Without over-thinking, answer these questions and use the material to craft a purpose definition.

My purpose is to ... list three verbs that feature in your actions. Or Strengths you use regularly, or a line about what you're uniquely skilled at.

For who, or with, or to ... a person, group, cause or type of person, user, client or customer that you do the above for, to or with.

Who need ... what is their unmet need that you help with?

Because, or so that ... how is the above changed or improved, what does it enable or help, why is it important?

Don't forget to take the quick starting survey before you get going. The link is in the email.

This week's practical exercise concerns reflecting on your actions and trying a few ideas.

Find a time to jot a few notes at the end of each day.

You could continue your 'purpose' enquiry by noting what was clearly *on purpose* for you or sparked joy and what you should have said NO to during each day.

You can note which *techniques* you used and how that went down. And how you might need more practice.

Are you clear what your FILTER is for the various roles you have in your days? Note how you acted on this.

Best of all, note what you successfully said NO to and how much time and energy that saved.

Quick wins. It isn't just others you can say NO to. Free up time from screens, passive watching, social scrolling, and notifications. Make more energy available by getting to bed earlier.

Nov 1
Nov 2
Nov 3
Nov 4
Nov 5
Nov 6
Nov 7