

KEY LEARNINGS

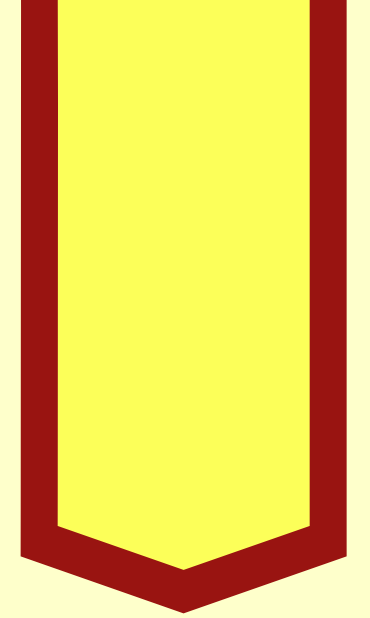
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THE ART OF SAYING NO

HOW TO STAND YOUR GROUND,
RECLAIM YOUR TIME AND ENERGY, AND
REFUSE TO BE TAKEN FOR GRANTED
(WITHOUT FEELING GUILTY!)

DAMON ZAHARIADES

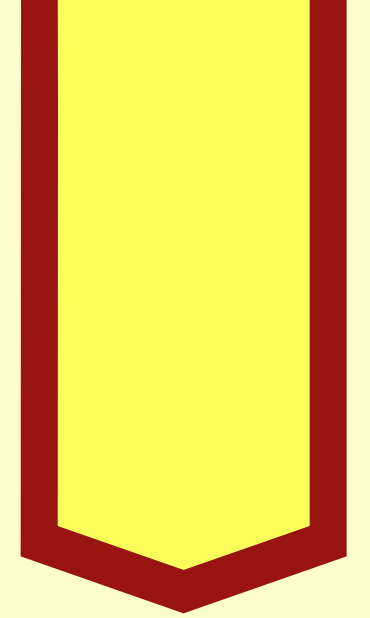
**No one will protect your time or
prioritise your needs**



Each one of us is responsible for making
sure our personal needs are met before
attending to the needs of others.

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Be Assertive

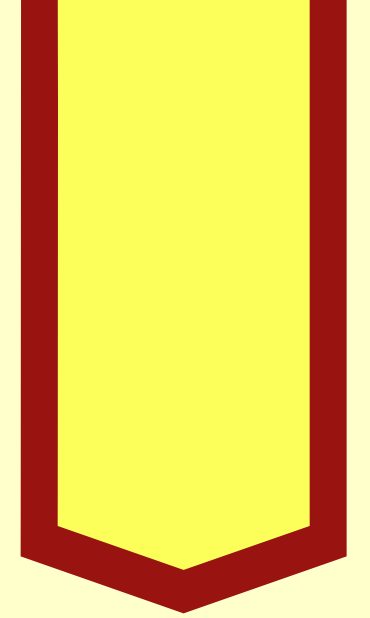


Tell people where you stand on a given topic and leaving no room for confusion.

Assertiveness is candid communication

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Self-care isn't selfish

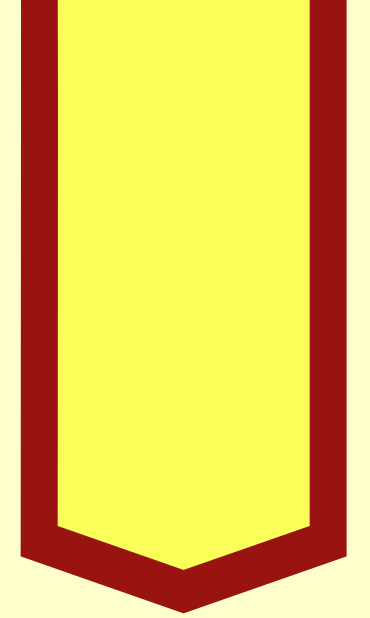


Helping others is honorable but your resources are limited. So, keep in mind you are not responsible for solving other's problems.

You can't control how others' behave, so don't think about it.

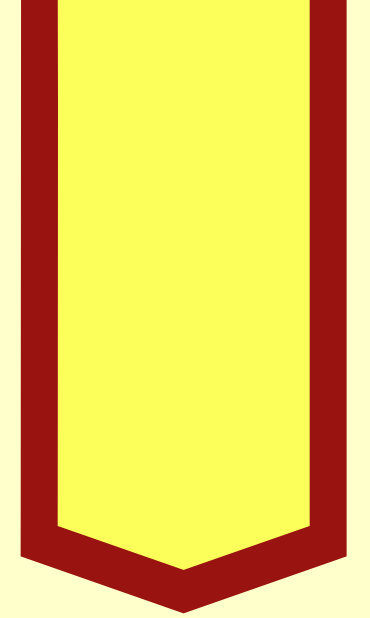
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Few strategies of saying NO



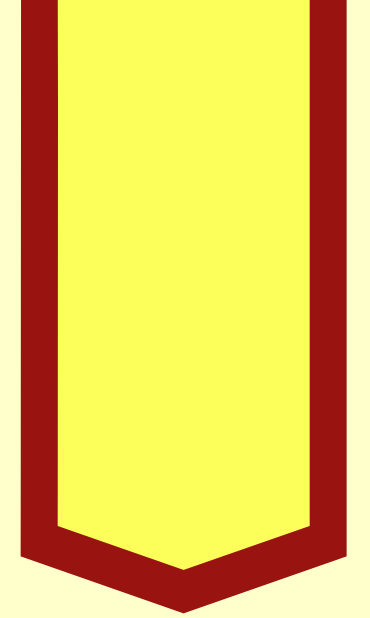
- Be direct and straightforward and don't apologise for saying NO
- Don't stall for time - Be clear
- Replace NO with another word - Some people find it hard to hear NO

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- Don't give excuses or lie, just turn down the request with a simple NO
- Take ownership of your decision - Say **'I don't want to'** instead of **'I can't'**
- Ask to follow up later or offer an alternative

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- Be polite but don't change your decision

Saying NO doesn't make you a Bad Person

Start with small NO's

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HAPPY LEARNING!

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