Leadership Toolkit - Every Yes Has a Price™

P.A.U.S.E.™

- *Pause - Avoid immediate commitment.*
- *Assess - Review capacity and priorities.*
- *Understand - Clarify the request.*
- *Select - Choose the best response.*
- *Execute - Communicate confidently.*

Four Questions Before Every Yes™

- *Should I?*
- *Can I?*
- *Must I?*
- *What Happens If I Don't?*

My Yes Audit™

☐ Say YES to more...
☐ Say NO to more...
☐ Where am I overcommitted?
☐ Which commitments align with my values?

Cost of Every Yes™ Matrix

Evaluate the impact on time, energy, health, relationships, mission, finances, and opportunity cost.

30-Day Leadership Action Guide

Week 1

Notice every request before answering.

Week 2

Use P.A.U.S.E.™ daily.

Week 3

Use the Four Questions and complete a Yes Audit™.

Week 4

Say one values-aligned no, delegate one task, and protect one boundary.

Monthly Reflection

- *What changed?*
- *What gave me energy?*
- *Which boundary mattered most?*
- *What will I continue?*