



## DO I REALLY WANT TO SAY “YES”?

When faced with a new opportunity or significant task commitment, before deciding, consider the following:

- 1) If you can, buy yourself some time. Resist the urge to respond right away e.g. can I get back to you by ... (date/time)?
- 2) Ask yourself these questions (and go to the last if time is short)
  - a) Is it worthwhile? Does it help me achieve my priorities and/or most valued goals?
  - b) Am I willing and able to give my best?
  - c) Am I *uniquely qualified* to accomplish the task or to contribute to its success (or should I delegate it to someone who is)?
  - d) Do I want to do it? Does it connect to a mission and/or people I care about? Does it give me energy? Does it bring me joy?
  - e) ***Is it more important to me than what I will have to give up e.g.:***
    - completing other tasks on time,
    - spending time with family, friends;
    - having time for myself, etc.).

**If I explicitly say “YES” to this, what am I implicitly saying “NO” to?**

**And at what cost to me and others?**