

The YES/NO Book

Looking for N.O.s

“Yes” can steal your time. So to start to understand how and when you give up your valuable time by using it, think back over the last week. What things could you have NO’d? When could you have made a Noble Objection and freed up time for something more valuable?

Here is a short exercise

1. Use the template to list the things you did last week, which you could have NO’d instead. To help you, think about these questions.
 - *What things did you do last week that had no value for you or the person who asked you to do it?*
 - *What things did you do last week that could equally well have been done by somebody else? (Perhaps even done better)*
 - *What things did you do last week that you knew you shouldn’t have taken on the moment you said “yes”?*
 - *What things did you do last week that made you feel angry, bitter or resentful of the imposition?*
 - *What things did you do last week that turned out to be a complete waste of your time?*
 - *What things did you do last week that caused you more stress, anxiety or hassle than they were worth?*
 - *What things did you do last week that were just to please someone, to stop them hassling you, or because you feared they wouldn’t like you if you said “no”?*
 - *What things did you do last week that stopped you doing something more important?*

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2. How many things are there?

Total number of things I could have made a Noble Objection to	
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3. Now, against each item, make a note of the approximate time you spent on each thing. Add this all up.

- How much time did you spend on things you could have NO'd?
- How much time could you have freed up for other things?
- Was this a typical week?

Total time spent doing things I could have made a Noble Objection to	
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4. Now, against each of the things you said "yes" to, put the name of the person to whom you said "yes".

Do one or two names appear time after time? Is this typical?

- What does this tell you about your relationship with that person?
- How valuable is that relationship to you?
- Is saying "yes" as often as you do consistent with achieving the relationship you want with that person? (It may be)

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<i>Things I could have made a Noble Objection to</i>	<i>Time spent doing it</i>	<i>Person I did it for</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

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<i>Things I could have made a Noble Objection to</i>	<i>Time spent doing it</i>	<i>Person I did it for</i>
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		
21.		
22.		
23.		
24.		