



Savvy Self-Care Strategies for Busy People

Module 3 Savvy Strategies for Yes-Aholics



Module 3: Savvy Strategies for Yes-Aholics

- ▶ How to set boundaries that others can't help but respect
- ▶ 20 ways to say no with kindness
- ▶ How to use affirmations the right way
- ▶ Exciting exercises for happiness
- ▶ Questions

Frequent Question

"I want to say "no" to a few things.... But I don't know what language to use.

I hyperventilate when I think about setting boundaries!"



Boundaries: 101

- ▶ What's okay for me and what's not
- ▶ Respecting myself and others
- ▶ Usually: rules and consequences
- ▶ Can feel threatening/like an ultimatum
- ▶ Increase our fear of conflict
- ▶ Have to be clear on what you want from a situation

Boundaries: Black Belt

"Opportunity for us to let people know how they can have their needs met, while at the same time respecting our needs."

- ▶ My role is to take care of myself by letting you know what I need.
- ▶ Boundaries give the other person information to help them understand how we can have a better relationship.
- ▶ Good boundaries are clear, leaves no room for misinterpretation.
- ▶ Winning attitude for great boundaries:
- ▶ How can we BOTH get what we need in this situation?

Jane Bluestein

How to Set Black Belt Boundaries

- ▶ Know what you want from a situation
- ▶ Let the other person know what they can get
- ▶ State it in a positive way
- ▶ Don't make the other person wrong

"Sure I'll take you to a movie, as soon as your room is tidy. And here's what I mean by a tidy room."

"I'll help you with that software with pleasure, as soon as I'm back from my meeting."

"I'll absolutely drop off those keys for you, in 2 days time when I am going in that direction and have more flexibility."

20 Ways to Say "No" with Kindness and Respect

- ▶ Use language in a certain way
- ▶ The intention with which you do it is important
- ▶ Get clarity first on what YOU want and need
- ▶ Tap for any guilt or other feelings that tells you "you have to help at all cost"

Rules for Saying No or Declining a Request for Help

1. Get yourself out of the pressure situation
2. Clarity on your own priorities and projects
3. Find the right words and practice
4. Get back to the person

A few key attitudes for a "no"

- ▶ Whose business am I in? (Byron Katie)
 - My business
 - Your business
 - God's business
- ▶ You have the right to have your own dreams, priorities and projects
- ▶ You're not responsible for other people's dreams, priorities and projects
- ▶ You have the right to say "Sorry, I can't"
- ▶ You can still be kind and caring
- ▶ Other people's urgencies do not have to be your urgency
- ▶ You have a right to have your own plans already in place
- ▶ No-one needs to know what your plans are, it's **your** business
- ▶ People may be upset, that's **their** business



1

Get yourself out of the pressure situation

▶ We feel the urge to answer right away to cover the silence and kill the discomfort

- "I'm in the middle of something, I'll get back to you in a day"
- "I have to check my diary, please give me a few hours"
- "I don't have access to my diary this minute, I promise to get back to you as soon as I can"



2

Clarity on your own priorities and projects

▶ That's why it's important to know your values and vision!

- Take 10 minutes, write down your current projects and priorities
- Consider what's already in your planning and diary
- Decide on a convenient time that you CAN help



3

Find the right words and practice

▶ It's okay to be nervous!

- Find the right words from the provided list (or make your own)
- Most people are far more understanding than we give them credit for ahead of time
- Practice it to yourself while tapping to bring down anxiety



4

Get back to the person

▶ Get back to them like you promised – with a yes or a no

- Even though you may still be nervous, just do it
- It only requires about 20 seconds of courage
- Then you can get on with your day and it's out of your way!

Categories of Saying No

Remember: you don't even have to use "no" in your sentence

- ▶ Suggest another **time**
- ▶ Suggest another **person**
- ▶ Admit your limitations and needs

20 Ways to say "no"

- ▶ I know this is important to you and I'd like to make sure I consider it carefully. I need a day or two and I promise to get back to you.
- ▶ I can't help you right away. How is Tuesday two weeks from now?
- ▶ I just don't have any room in my calendar right now.
- ▶ I know this is important to you, and I'm not the person most qualified to help you. Can I brainstorm another option with you?
- ▶ I can't help you right now, I can give you the name of someone who will do an excellent job
- ▶ I already have another commitment at that time, thank you for asking
- ▶ I'm in the middle of several projects and can't take on any others now
- ▶ I've had a few things come up, and I need to deal with those first
- ▶ I have many things on my plate currently and I'd rather decline than do a second rate job

20 Ways to say "no"

- › Thank you for asking – and I'm really focusing more on my personal and family life right now
- › Thank you for asking – and I'm really focusing on my career
- › Even though I'd love to help you, I really don't enjoy that kind of work
- › I can't help you with that, and I'm happy to help out with another task
- › From past experience, I know that this isn't really my strength
- › I don't have experience with that, so I can't help you – can I help with something else?
- › I'm not comfortable with that (moral)
- › I'm committed to leaving some time for myself in my schedule (!!)
- › I'm not taking on any new projects at this time
- › It won't work for me
- › No (when you've had loads of practice)

I'm Already Overcommitted What Now?

- › Key Attitude: It's OKAY to change your mind
- › New information means a new decision – example
- › People are usually more forgiving and lenient than we expect – it's US that are not, with ourselves
- › Definition of integrity
- › How to have a conversation:
 - Ask for a few minutes of their time (when they can spare it and feel good, not a few rushed minutes)
 - Say "I made a mistake. I know I said that I would [*what you promised*] and I'm learning/finding/realising that [*new information*]. It won't work for me to [] and I apologize for any inconvenience caused. I wonder [what else is possible/if we can look at other alternatives]?"

How To Motivate the Elephant

"Our brains are like Velcro to pain and Teflon to pleasure" – Rick Hansen

- › Fantastic tools to
 - Remove fear of pain (< Velcro)
 - EFT
 - Increase feelings of pleasure (> Teflon)
 - Affirmations
 - Visualisations and meditations
 - Positive EFT (Module 3)

How to use Affirmations for Maximum Benefit

- ▶ Make sure the Elephant is happy by tapping for all the “yes but” thoughts first
- ▶ Say the affirmation out loud while you tap
- ▶ Notice every single thought to the contrary and use it in tapping rounds
- ▶ When all the “yes buts” are out of the way, tap the affirmation every day a few times
- ▶ You can add “I choose” to make it easier for your energy system to land

EFT and Affirmation Example

**I choose to say no
with calmness and ease**

Positive Emotions: Research

- ▶ Physically opens up our peripheral vision
- ▶ We see more options and possibilities
- ▶ More creative
- ▶ Kids perform better at exams
- ▶ More resilient, bounce back from adversity
- ▶ Body: repair mode
- ▶ Immunity



Three Good Things

▶ “The Science of Happiness”

- ▶ Remember and **list 3 positive things** that have happened in your day so far and consider **what caused them.**

- ▶ Details - Action Guide.



Gratitude

- ▶ **Why:**
 - changes our vibration and opens up possibilities
- ▶ **How:**
 - Notice the good things that we already have
- ▶ **Like What?**
 - I have a place to cook food
 - I have a place to eat it
 - Who picked the vegetable I'm eating?
 - List of skills you have

Module 3 Hot Tips for Self-Care

- ▶ Continue using EFT for any emotion that arises during your day
- ▶ Continue Heart-Math breathing for stress
- ▶ Affirmations and tap with
- ▶ Gratitude
- ▶ Three Good Things Exercise



Action Steps

- ▶ Identify your biggest fears about saying no and setting boundaries (what will they think, conflict)
- ▶ Use EFT on that fear this week
- ▶ Choose an affirmation or two and use it daily
- ▶ Add tapping to get the Elephant on board
- ▶ Choose a regular self-care activity and make a recurring appointment in your calendar!
- ▶ Three Good Things Exercise
- ▶ Share in the Facebook Group

Comments and Questions





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