How to say NO!

Have you ever felt that 24 hours a day just isn't enough for you? We often say that we're just a couple of hours short because we simply have no time left to finish all the obligations on time, no matter if they're personal or professional.

This is literally how I feel during this period. I always need just a bit more time to finish everything I have to. I realized that the more I finish my obligations, the less time I have. If this constantly happens to you and you feel that you can't escape this vicious circle, it means that something must change. Otherwise, the repercussions may be multidimensional. They will not only negatively influence the quality and efficiency of the conducting of the obligations but us as well in the form of stress, frustrations, less free time for ourselves and for the things we enjoy doing.

If this is something that happens to you often it means that it's time for you to work on your "*time management*", i.e. better organize your time. Since you already know that the concept of "*time management*" doesn't exist, here we're talking about "*managing ourselves*" in the time available. In any case, my idea in this tip of the week is not to elaborate all the aspects of how you should "*manage your time*" better, but to highlight one factor which influences the bettering of how we organize ourselves.

Essentially, this is one of the biggest problems that affects my lack of organization during this period. **Saying NO!** From the self-analysis I conducted, I've concluded that my greatest problem is that I say YES to everything. We often say YES because we think that we won't need that much time, that it won't be difficult to do a certain task, because we want to help, because we fear something, etc. It's difficult to say NO because from a very young age they teach us to say YES in order to be accepted (by the parents, family, neighbors, friends, teachers, etc.).
In any case, whatever the reason, in order for us to be better at performing our tasks (goals), but also for the sake of our mental health, we must learn to also say NO.

Techniques of how to say NO more often:

- **0 technique**: if you continually feel that way, it means that you're in a vicious circle. Firstly, you have to realize that in order to get out of it, a radical change must happen. It means that you won't feel nice during the process. Sometimes you'll have to give up something you really like or something you're emotionally attached to.
- **1 technique**: learn to say NO – a fantastic way of practicing how to say NO is to do what Steffi did. For a whole day she said NO to everything. This way you'll miss out on a lot of great opportunities, but at least you'll practice the feeling of getting rid of something you like.
- **2 technique**: priority – you have to say no to something. List all the projects (activities) and highlight the most important of them. For the ones you're hesitating, examine how much has each of them contributed to the realization of your short-term and then long-term goals.
- **3 technique**: respecting your own time – if we ourselves don't respect our time, we can't expect to respect the time of others or that others will respect our time. When hesitating whether to accept something or not, think – would you be doing something which at that moment is more useful to you personally.
- **4 technique**: respecting your own budget – if you're doing things that aren't profitable to you and at the same time you aren't able to focus on the ones which are, think before saying YES. Do I need money right now and will the YES activity bring me money?!
- **5 technique**: pressurizing – if someone is pressuring you, don't be afraid to say NO (if you've decided that it's better for you that way). Because if they're rude enough not to respect your time and priorities, you should respond appropriately and stick to your NO.

Now, there's a fine line between following ones personal motives/beliefs, and using them as a justification for being selfish and useless for the general good.
I wish you success with your changes!