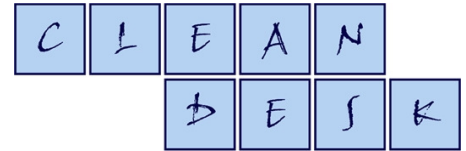


## Newsletter 13

### Saying no without feeling guilty



Professional Organising

Welcome to the 13<sup>th</sup> newsletter of Clean Desk Professional Organising!

#### FOREWORD -- PLAN TIME FOR YOU GOOD INTENTIONS



A new fresh year has started! A calendar with empty pages, although probably already partly filled with things to do, appointments to attend...

Did you also plan free time? Time to recharge?

And did you plan time to achieve your good intentions of this year? Because if you don't make a plan and time, you might end up disappointed with yourself (again). Don't promise yourself too much, start small, get your wardrobe organised, or (not and!) your desk, or your kitchen, or

your diary.... If you have achieved that goal, celebrate and set a new goal. I hope you have a lot to celebrate this year!

*Learn how to say no.  
Don't let your mouth  
overload your back.*

*(Jim Rohn)*

#### TIP -- SAYING "NO" (WITHOUT GUILT)

I have learned a lot from the book 'The power of a positive no' from William Ury (see 2<sup>nd</sup> page). He tells us that 'no' perhaps is the most important word in the world, but we don't use it often enough. Yes is so much easier and politer to say... but we often end up with too much to do. And then we get stressed, exhausted and we are not able to do what we promised.



We often feel obliged to say yes, but why?

- Because we are supposed to? Who says so?
- Because someone else helped you last time? If now is not a good time to return the favour, tell him you will help next time.

Live your life with YOUR choices. That is not at all easy and off course there will be situations where you do say 'yes' when 'no' might have been better for you. But there are times you just have to help the other one. Try to find a balance that suits you, sometimes more YOU, other times more THE OTHER(S).

Some people are ok with just no for an answer. Others want you to explain and maybe won't understand you, but you are not obliged to explain everything (to make the other one feel better).

*Subject of the next newsletter: if needed, withdraw appointments.*

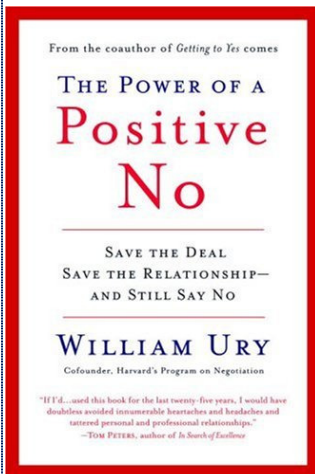
*The cards with the numbered circles in my newsletters are from the Success Management Game I developed with a coach in the Netherlands. Playing the game will strengthen your personal effectiveness, time management and communication. You will find out your personal qualities and development points and you can write a personal development plan.  
More information: [wendy@cleandesk.co.uk](mailto:wendy@cleandesk.co.uk).*

#### USEFUL WEBSITE -- FOLDING PLASTIC BAGS

What do you do with your plastic bags? Herewith a small movie to learn to fold them in small, handy triangles: [https://www.youtube.com/watch?feature=player\\_embedded&v=6p7-P6I2fus](https://www.youtube.com/watch?feature=player_embedded&v=6p7-P6I2fus).



## BOOK -- THE POWER OF A POSITIVE NO



No is perhaps the most important and certainly the most powerful word in the language. Every day we find ourselves in situations where we need to say No, to people at work, at home, and in our communities, because No is the word we must use to protect ourselves and to stand up for everything and everyone that matters to us.

But as we all know, the wrong No can also destroy what we most value by alienating and angering people. That's why saying No the right way is crucial. The secret to saying No without destroying relationships lies in the art of the Positive No, a proven technique that anyone can learn.

This indispensable book gives you a simple three-step method for saying a Positive No. It will show you how to assert and defend your key interests; how to make your No firm and strong; how to resist the other side's aggression and manipulation; and how to do all this while still getting to Yes. In the end, the Positive No will help you get not just to any Yes but to the right Yes, the one that truly serves your interests.

Based on William Ury's celebrated Harvard University course for managers and professionals, **The Power of a Positive No** offers concrete advice and practical examples for saying No in virtually any situation. Whether you need to say No to your customer or your co-worker, your employee or your CEO, your child or your spouse, you will find in this book the secret to saying No clearly, respectfully, and effectively.

In today's world of high stress and limitless choices, the pressure to give in and say Yes grows greater every day, producing overload and overwork, expanding e-mail and eroding ethics. Never has No been more needed. A Positive No has the power to profoundly transform our lives by enabling us to say Yes to what counts—our own needs, values, and priorities.

Understood this way, No is the new Yes. And the Positive No may be the most valuable life skill you'll ever learn!

Available at [Amazon](#).

## SMALL TIP -- LESS TIME NEEDED TO FIND GLOVES, HATS AND SCARVES

In winter you have a big pile of gloves, hats and scarves for your children. Every morning everyone has to find his/hers. You can speed up the process by buying each child a linen bag. Write on each bag the name of a child and let them decorate the bag itself if you like (with paint, crayon, etc.). Let the children put their own stuff in their own bag each day.

*Tip of Georganiseerd.nl from the Dutch Organizing Calendar.*



## SUPPORT -- INTRODUCTION ORGANISING YOUR (DIGITAL) DOCUMENTS AND THINGS

If you want to know more about what I can do for you and how I work, please let me know. This month I offer the following introductions for a small price:

- A. Tell me what you would like to organise the most, we organise together and I give you some tips to proceed by yourself. = £ 15\*
- B. You invite me over for a cuppa with you and your friends (maximum of 8 in total) and I will answer all your questions about organising. = £ 20\*

*\*Conditions: time = 1 hour organising + 15 min introduction, normal rate is £ 30 per hour, offer ends 20<sup>th</sup> February 2015.*

*As a professional organiser I can organise your things, documents and time with and/or for you.*

*If you want to receive this newsletter every month, send an email to [wendy@cleandesk.co.uk](mailto:wendy@cleandesk.co.uk).*

*I much appreciate it if you send this letter to others who might be interested.*

*Kind regards, Wendy*

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