

WEEK 3  
CHOOSE WHEN TO SAY YES

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*He who first takes high sunny positions convenient to his supply routes can fight advantageously. Sun Tzu<sup>4</sup>*

Saying *Yes* only to those activities for which we want to use our time, money, and energy allows us to be who we are. We can support ourselves in saying *Yes* only to such activities by having at the ready the phrase *I have another commitment*. With that phrase, we never have to say *No* or to answer someone who asks *Why not?* Instead, we convey that we are already committed and that we have made a conscious choice about how to use our time, money, and energy.

 INQUIRY

At least ten times this week, in response to a request for your time, money, or energy, reply, *I have another commitment*. Record what happens.

 INQUIRY

If you think *But I don't always have another commitment*, check to see whether that statement is true. What are your commitments to yourself? Write down at least ten commitments to yourself.

 INQUIRY

Identify at least one ongoing activity for which you feel your time would be better spent on something else. Write down the date by which you will stop that activity. Identify the steps to stopping that activity. Take the first step.