



How to Say No Without Feeling Guilty: And Say Yes to More Time, and What Matters Most to You

Patti Breitman, Connie Hatch

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"To this book I say yes, yes, yes!"

—from the Foreword by Richard Carlson, author of **Don't Sweat the Small Stuff**

Find more time and energy for the things you love to do—learn to say no without feeling guilty!

The simple word "no" is often the most difficult to say. Yet anyone can develop the skills to say no with confidence, kindness, and peace of mind. And the benefits are enormous. You'll spend less time doing things you don't want to do with people you don't want to see, and move closer to your own priorities and passions.

How to Say No Without Feeling Guilty shows you:

The five simple techniques that will help you say no with finesse in nearly any situation

How to apply two basic principles to minimize guilt about saying no and reduce the likelihood of personal conflicts

In addition, authors Patti Breitman and Connie Hatch provide specific language and practical strategies for defending your boundaries against life's many intrusions and distractions, including:

Demanding friends and family members

Unwelcome invitations, dates, and romantic entanglements

Requests for money, whether from friends, relatives, organizations, or panhandlers

Unreasonable assignments at work

Pushy people who ask for too many favors

Junk mail, annoying phone calls, and buddies with something to sell

High-maintenance people

And much more

Ultimately, "no" can be one of the most positive words in your vocabulary. Whether you crave more family time, more time for yourself, or more time to pursue a dream, saying no frees up room for the "yeses" in your life.



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Clara Gay:

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Duane Zook:

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