

WELL AWARE

Your Weekly Wellness Resource



Brought to you by the LCS Residential Health Services Resource Team: Sharon Fay, Mary Sommer, and Beth Grigg. If you would like more information on the Well Aware wellness program, contact griggbeth@wyndemerelcs.com.

Learn to say NO!

It's a fact that you can not be productive if you take on too many commitments — you simply spread yourself too thin and will not be able to get anything done, at least not well or on time.

Here are some tips for learning how to say “No!”:

Value your time. Know your commitments, and how valuable your precious time is. It is ok to say: “I just can’t right now ... my plate is overloaded as it is.”

Know your priorities. Is this new commitment really the way you want to spend time?

Practice saying no. Practice makes perfect. Saying “no” as often as you can is a great way to get better at it and more comfortable with saying the word.

And sometimes, repeating the word is the only way to get a message through to extremely persistent people. When they keep insisting, just keep saying no. Eventually, they’ll get the message.



Social

The focus of this week is

Social Wellness.

Social Wellness refers to one's ability to interact with people around them.

It involves using good communications skills, having meaningful relationships, respecting yourself and others, and creating a support system that includes family members and friends.

JUST SAY NO!

Don't apologize. A common way to start out is "I'm sorry but ..." as people think that it sounds more polite. While politeness is important, apologizing just makes it sound weaker. You need to be firm, and unapologetic about guarding your time.

Pre-empting. It's often much easier to pre-empt requests than to say "no" to them after the request has been made. If you know that requests are likely to be made, perhaps in a meeting, just say to everyone as soon as you come into the meeting, "Just to let you know, my week is booked full with some urgent projects and I won't be able to take on any new requests."

Get back to you. Instead of providing an answer then and there, it's often better to tell the person you'll give their request some thought and get back to them. This will allow you to give it some consideration, and check your commitments and priorities. Then, if you can't take on the request, simply tell them: "After giving this some thought, and checking my commitments, I won't be able to accommodate the request at this time." At least you gave it some consideration.

Maybe later. If this is an option that you'd like to keep open, instead of just shutting the door on the person, it's often better to just say, "This sounds like an interesting opportunity, but I just don't have the time at the moment. Perhaps you could check back with me in [give a time frame]." Next time, when they check back with you, you might have some free time on your hands.

<http://www.lifehack.org/articles/communication/the-gentle-art-of-saying-no.html>



Lifestyle and Health Services

An  LCS Wellness Program