

# THANK GOD IT'S MONDAY!

Roxanne Emmerich



## TGIM WEEKLY AUDIO: Learn to Say No

*\*Transcription*

*Thank God It's Monday!*<sup>™</sup> It's every single day. Someone finds you out of nowhere, and asks you to help them in some way or another. How do you say no?

First, realize that it is completely fine to say no when appropriate. Say a client suggests that you come by their office for a conversation that would ordinarily take 10 minutes. But now with the commute, you're looking at an hour—maybe an hour and a half. An hour you can't afford to give up today.

Allow the client to make that decision for you. Perhaps you could conduct this conversation over the webcam. Tell your client that this would eliminate the required charge for out of office consulting.

Or perhaps Chris, from the cubicle next to yours, pokes his head around the corner in hopes that you can help him with a project he's been assigned to. Make it clear that you appreciate his thinking of you, but that you will not be able to assist him until Tuesday, or whatever it may be.

Commit yourself to the tasks that are the highest and best use of your time. Learn to say no to the rest when appropriate.

Have a great Monday!

Roxanne

*Roxanne Emmerich's Thank God It's Monday! How to Create a Workplace You and Your Customers Love climbed to #1 on Amazon's bestseller list and made the New York Times and Wall Street Journal bestseller lists—all in the first week of its release. Roxanne is renowned for her ability to transform "ho-hum" workplaces into dynamic, results-oriented, "bring-it-on" cultures. If you are not currently receiving the Thank God It's Monday e-zine and weekly audios, subscribe today at [www.ThankGoditsMonday.com](http://www.ThankGoditsMonday.com).*