Is it a **100**% Heartfelt or is it a **NO**!!

Use this list to help you decide what to keep and commit to and what you can pass up and say **NO** to.

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It may seem that we often overload ourselves whether it projects at work, social engagements with friends, or even finances with too many monthly expenses and commitments. Some we don't even use, or are not full-heartedly interested or invested in.

This tool is to help you sort that out, and clearly distinguish what you want to keep and what you choose to pass up and say No.

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- Choose what you are looking to sort out. Example: subscriptions, weekly social engagements/invitations, tasks at work or home. Title the Chart with whatever it is you are working out.

- Then in the section 100% YES write the ones you wholeheartedly want to keep and are 100% committed to. *not the ones you seem to think you are obliged to. But rather those that drive you to a YES!

- The ones you know right off the bat that they are more like a NO, but you have not said it yet. Those... put them in the NO column.

- Then the Maybes, these are the things your not quite sure of, not a 100% YES and not quite a NO. List them in the Maybe section.

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- At this point, you have your wholeheartedly 100% YES set up.

- Then the No's. Get ready to either politely decline…"I would love to have helped you out/ attended/taken this on/accept the invitation, but unfortunately, I am not able to. Thank you for thinking of/asking me." That was an example…you can figure it out ;) or you simply say No. (full stop) never need to explain yourself. No. It is a complete sentence. We need more No's than Yes's in our lives!

- Then the maybes, those you can leave aside and see if any turn up into a 100% Yes or No! Leave them there till you see how you choose to filter them out. They are most likely in the Maybe column because they are not such a priority and some fade away on their own.

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100% YES	NO	MAYBE

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