

**smarttime!**

When you're better organized ...

- 🌀 You have more time
- 🌀 You are more productive
- 🌀 You feel more in control



**create time...make space**

## Say 'no' a little more often

It's too easy to over-commit. How many times have you said 'yes' when you really needed – or wanted – to say 'no' instead?

Remember this: every time you say 'yes' to someone or something, you're really saying 'no' to something else that could be more valuable.

How much time could you save by saying 'no' just a little more often?

Try it. What have you got to lose? Besides some things you don't really want to do anyway.

Now, get on with your day!

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