



TOOLS TO
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Chris Perrow

Here's A Thought

It's October! The month of orange and (red/gold/brown), pumpkins, falling leaves and shorter days. Trust me when I say that October will slip past us as quickly as September just did. Then suddenly, we are into Holiday mode.



To help you transition into the chaos that seems to arise from the Holidays, I decided to share some ideas this month on learning how to SAY NO...without guilt, embarrassment or social shunning. So many of us say YES without thought to the time consequence. We become so overloaded that we are forced to say NO to things we really would have enjoyed doing.

Enjoy the crisp nights, fresh apples and cider and of course...POPCORN....as this is National Popcorn Month.



Always remember...Life is a Journey....Enjoy the Ride

Chris

Just Say NO!

One of the many diseases from which we seem to suffer in our culture is the 'Disease to Please'. Saying 'NO' is so extremely difficult for most people. We feel awkward, guilty, nervous, and embarrassed. Often the feeling is that we might risk friendships or career promotions.



Saying NO – 4 Steps to Success:

1. *Dodge then Decide.* There is no social rule that says you MUST respond instantly to a request (life or death circumstances excluded). Use the phrase "Let me get back to you." This gives you some time to think it through, check your calendar, determine your 'care' barometer and determine your response.
2. *Beware of Flattery.* You know what I mean... "You have done such a great job with the _____ these past 5 years; you just HAVE to do it again." Perhaps you have done a great job. However, is this year the right time to do this again? How were you feeling when you did this last year? Take time to remember. Perhaps it is time for someone else to give it a whirl.
3. *Is this in your best interest?* What is the task and who is doing the asking? Is it something that excites you or nauseates you? Will the person asking you ever return the favor and do something in kind for you?
4. *Pat yourself on the back.* It is my guess that if you are still reading this you have some difficulties saying no. That means you are very time generous frequently. Don't beat yourself up for the one time you have decided to say NO to something that is NOT the right thing at the right time.

Saying No – Without actually saying it....

- Sandwich method* – Try to 'sandwich' your NO between two YES statements. For instance, you are the dutiful child who works in the family's business and ALWAYS covers the weekend shift. This was okay yet now that you have children (and all the great STUFF that goes with this). Now, it has become a burden. You might start with a YES to your own interests (my family needs me), then move to your no (I can't work weekends anymore) and finish up with a yes to your relationship with YOUR parent(s) (together let's figure out how we can get the work done and let me spend time with my family).
- Say NO without saying NO – "I would rather decline than do a bad job." Or, "I have plans." For some reason we seem to feel that we need to explain this...we do not. Your plans may be to sit on your couch and watch old movies for 6 hours straight. That is okay. You can be in charge of your life.

Workshops, Seminars & Speaking Engagements

October 27th - November 14th
Essential Project Management for Educators - ONLINE
Kent State University – 1 graduate credit



October 19th

Chris will be featured on WKYC - Channel 3's Golden Opportunities at 11:00 on Sunday, October 19th. It's a quick interview with tips on helping folks to downsize. Don't miss it. Set the TIVO if necessary!



TAXES



I HATE to bring this up, but it is time to think of tax time. Sadly, it is only 6 months away. What happened last year that you vowed would NOT happen again?

- Hours of sorting through shoe boxes full of receipts.
- Burning the midnight oil to get it paid in time.
- Take a moment to remember the pain.

Now, resolve to do something about it. Here are a few tips before the Holiday madness sets in!

1. Make an appointment with your accountant **BEFORE** the end of the year.
2. Keep your records up to date. Don't procrastinate until January.
3. Drop your tax information off ahead of time, beat all the other procrastinators!