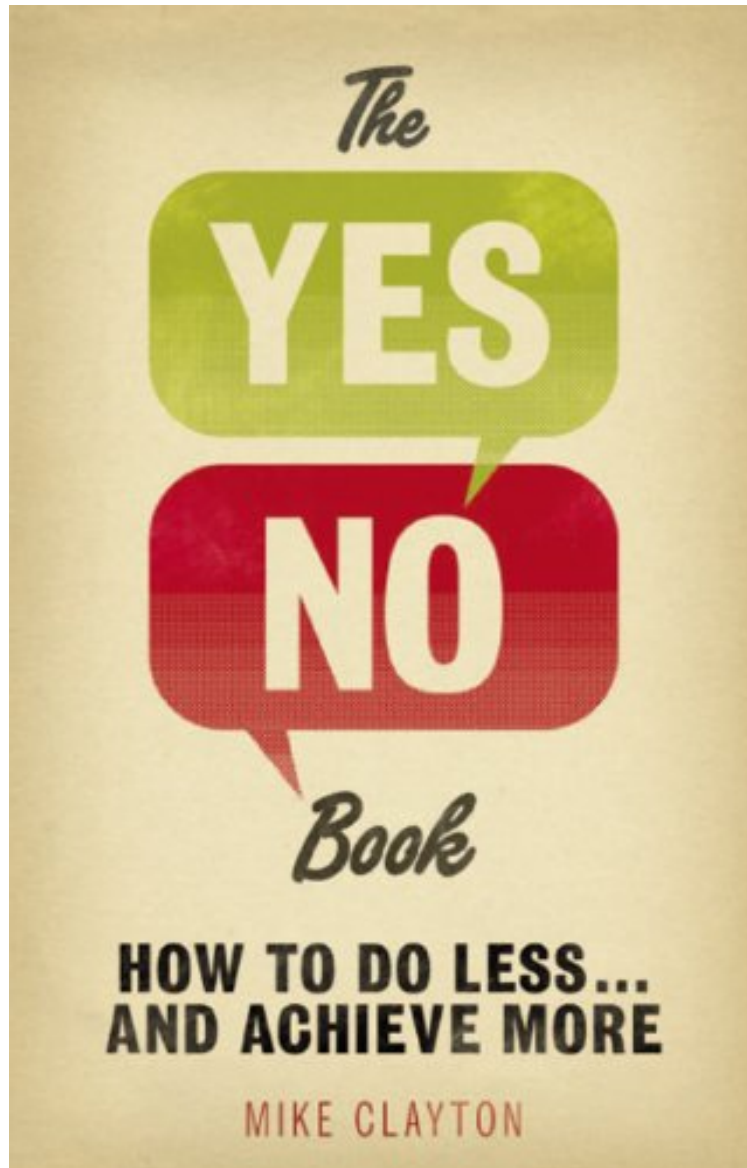


[Mobile book] The Yes/No Book: How to Do Less#65533;#65533;_ and Achieve More!

The Yes/No Book: How to Do Less#65533;#65533;_ and Achieve More!

Mike Clayton

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Mike Clayton : The Yes/No Book: How to Do Less#65533;#65533;_ and Achieve More! before purchasing it in order to gage whether or not it would be worth my time, and all praised The Yes/No Book: How to Do Less#65533;#65533;_ and Achieve More!:

How often do you say 'Yes' to something, when you know you really wanted to say 'No'? You have the right and the power to choose. This book will show you how. The Yes/No Book is about choice. It empowers you with the ability to know exactly when to say 'Yes' and when to say 'No', showing you how to handle both with no fear, no guilt and with confidence and self-assurance. Empowered with the decision-making skills to know how and when to say 'Yes' and 'No', you will develop increasing control over your life. You will become more focussed, more productive, less stressed, more involved in doing the things you want to do and less in doing time-sapping chores that offer no benefit or joy. The book is structured into two parts. The first examines our addiction to 'Yes', the second tells us how to embrace and start using 'No', and how to choose when each is best for us.

From the Back Cover If you find yourself rushing through life, balancing multiple priorities, constantly busy but not really getting anywhere, then you need this book. And you're not alone. Most of us at some point realise that we have not been focusing on the things that matter. To please others or assuage our own guilt, we've ended up saying yes to doing things which are both time consuming and often counterproductive. So if you regularly find yourself saying "I need more time", don't turn to time management techniques - they won't deliver. But The Yes/No Book will. It delivers insights and practical techniques which enable you to take control of your decisions, become less stressed, less busy and much more productive. It will give you more time to focus on what matters because you'll know exactly what to say yes to, when it's best to say no and how to do both with confidence. Now you can invest your time in doing all those important things that can further your career, your business, your reputation and your goals. About the Author Mike Clayton has been a successful project manager, management consultant and senior Manager, before changing career and becoming a successful coach and trainer, founding two training businesses. Now in his third career as a speaker and author, Mike has got more done than most, yet said NO to more things than he has said yes to. He is now in demand as a public speaker and is the author of eight books to date, including four in Pearson Education's "Brilliant" series.