

Before You Say Yes

PAUSE. GET CLEAR. PROTECT YOUR PRIORITIES.

1

What am I being asked to do?

BE SPECIFIC.

2

What will this required from me?

**WHAT WILL
BE THE
COST?**

3

What will I have to delay, drop or change?

**WHAT'S THE
TRADE-OFF?**

4

What do I need to clarify before saying yes?

**ASK GOOD
QUESTIONS.**

5

Is this a GOOD yes?

- ☐ It fits my priorities.
- ☐ I have the capacity right now.
- ☐ I understand what is expected.

BE HONEST.
