



## Self Compassion

### 1. Guard your YES and own your NO.

If you commit to something, be present and show up for it. But remember: You get to say no. People respect you when you're honest about what you want to do and know where you'd rather not put your time. You get to be selfish and pour into your own life. Give yourself permission to say *no* to protect your time.

### 2. Carve out time for mindfulness and reflection each day.

I get up early so that I have enough time to journal, meditate, and write down things I'm thankful for. What time of the day would best for you to do this? I suggest starting small and putting 10-15 minutes of *time* on your calendar.

### 3. Protect your calendar like it's the last bite of dessert.

It's imperative that we establish healthy boundaries with others and make sure we're keeping track of everything we're planning to do. I challenge you to take a peek at your calendar right now and ask yourself, *does my schedule for the week reflect my values?*

### 4. Be here now.

It's so easy to get caught up in our three-page long to-do lists. We are responsible individuals who want to get it all done - as we're crossing things off of our list. I challenge myself to be present during staff meetings and one-on-one meetings. I'll silence my phone, take notes in a notebook and practice active listening.

Being more productive doesn't simply mean just doing more. It means doing more of what we care about. You already have everything you need to shift where you're putting your energy and time, and to say yes to yourself more.

-Sinclair Caesar

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