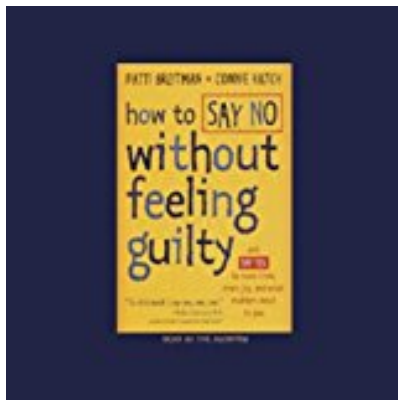


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Description:

The simple word "no" is often the most difficult to say. Yet anyone can develop the skills to say no with confidence, kindness, and peace of mind. And the benefits are enormous. You'll spend less time doing things you don't want to do with people you don't want to see, and move closer to your own priorities and passions.

Authors Patti Breitman and Connie Hatch provide specific language and practical strategies for defending your boundaries against life's many intrusions and distractions, including demanding friends and family members; unwelcome invitations, dates, and romantic entanglements; requests

for money, whether from friends, relatives, or panhandlers; unreasonable assignments at work; junk mail and telemarketers; and high-maintenance people.

Ultimately, "no" can be one of the most positive words in your vocabulary. Whether you crave more family time, more time for yourself, or more time to pursue a dream, saying no frees up room for the "yeses" in your life.

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