



# BEFORE YOU SAY “YES”

## Getting to Your Influence & Impact Center (I<sup>2</sup>)

Prepare for:

- Leadership Training for Women
- Get Noticed to Get Promoted

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## TAKE IT AS A COMPLIMENT

If you are asked regularly to devote your time and energy toward a worthy project or initiative, those requests are not coincidental.

You are asked because people know you can get things done. It's an honor to be asked, but do not allow your ego to commit you to something new before you've reviewed the task.

This guide has been created to help you think through each request carefully before responding. Give yourself permission to take 24 hours or more before answering. The questions in this workbook have been carefully created to assess each request separately while considering your other commitments and choices.

Give yourself permission to select the projects that use your talents in combination with **your INFLUENCE and IMPACT center. Referred to as the I<sup>2</sup>**

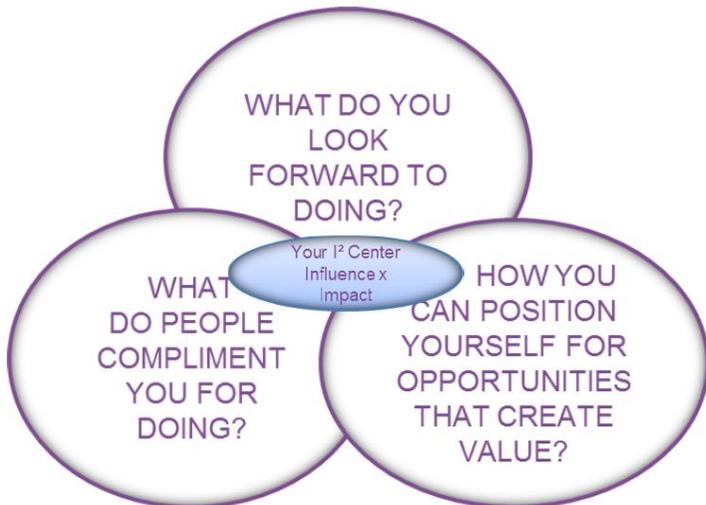
This may require you to say "no" to even this most interesting opportunities.

Determining the right projects to tackle (or say no to) can be a challenging exercise. Practice makes perfect. The more you practice, the easier it will become.

What about when you have to say to a project you would really like to tackle but the timing isn't right?

Often time, the opportunity will appear again at a later date when it fits more effectively into your schedule. So don't get discouraged if you have to say "no" today to a project that interests you.

The following Venn Diagram indicates the overlap you are seeking when deciding to say yes to a new project. The overlap is your **Influence and Impact Center I<sup>2</sup>**



## Questions to Review Before You Say “YES”

On the following pages you will find a series of thought provoking questions. Take time to reflect on your answers.

As you repeat this process in the future, the answer to some requests may come quicker than others but always keep these questions in the back of your mind before giving an answer.

What does taking on this request/project mean to my everyday life?

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What are the timelines from beginning to end?

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How will it impact other responsibilities and commitments?

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Should I take on the project as-is or is it better to break it up to get it going?

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Who are the decision makers, key contributors, and partners?

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Do I need to realign myself with other people, tools, or resources to be successful?

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Who is critical to the success of this project?

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What does success look like?

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Do I need more information before I start?

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Am I the best person for this task?

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What will suffer if I accept this project?

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How prepared do I need to be when I show up?

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Can I meet or exceed expectations?

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Do I need to adjust the success lens based on current expectations?

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Can I see other possibilities that they may not see?

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Is this request achievable based on the objectives and the timelines already established?

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Do I need to reprioritize other commitments to make this successful?

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What personal wins do I expect from taking on this project?

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What assumptions do I need to discuss?

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What needs to be documented and signed by both parties before we start?

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Does this align to my goals?

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How can this opportunity get me closer to achieving my goals?

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Does this leverage my natural talents and assets?

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Am I within my I<sup>2</sup>? **Influence and Impact Center?**

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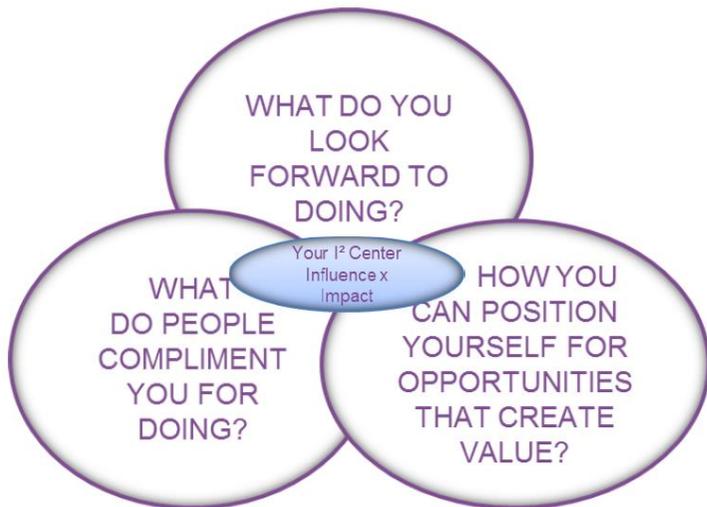
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Now that you have answered the questions, check your answers against the measurements in the Venn Diagram.

What do you look forward to doing? Is this project something you look forward to working on?

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What do people compliment you for doing? Does this project align with those skills?

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Does this project allow you to position yourself for future opportunities?

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If the project/request you are currently assessing aligns positively with all of the three items below and the answers to the preceding questions lead you to wanting to jump in with both feet...

Then say YES!

If not....

**Then the answer must be NO.**

Don't feel guilty. Know that you have truly assessed this request and if you said yes when you know you should have said no then:

- Your heart won't be in the project
- You'll begin to begrudge the task and perhaps even those on the committee
- Your other work may suffer
- Your health and emotional well-being could be affected

Saying no actually is a good thing because it means:

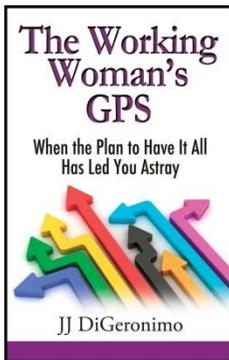
- Someone else has the opportunity to benefit from being part of the project
- The team and project may go in an entirely different direction under the influence and leadership of the person who does say yes
- You can feel proud that you've been true to your own goals and can now give your full attention to the projects you currently lead.

**How to say no:**

“Thank you so much for the opportunity. I am flattered that you would consider me and once I finish the projects I am currently working on, I may have time in the future, however, at this time I will have to say thank you, but no thank you.”

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Join our Facebook community at [www.Facebook.com/purposefulwomen](http://www.Facebook.com/purposefulwomen)

Check out my book **The Working Woman's GPS: When the Plan to Have it all has Led You Astray:**

*The Working Woman's GPS* will teach you:

- How to determine what you enjoy doing and who and what attracts you
- How to examine what is and isn't working in your life
- How to make small changes that will give you the energy and confidence you need to make more effective choices
- How to create and execute a new plan that makes sense for you

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