

Start with “No”, End with More Time for Things that Matter.

Start with “No” Tracker



To Results, Respect and Relationships



Dr. Michele Williams

Author's Note



Welcome to the Negotiator's Way!

Being generous with your time and knowing that others can count on you as their "go-to" person is important, but when those requests start to eat away at the time you need to work on your dreams, spend time with friends and family or enjoy your hobbies, it's time to start saying "no" more often and take back your time for the things that matter most to you.

The Start with "No" Mindset

When you say "yes" to requests, you are probably trying to help someone out, help your organization or be a team player. These are important values. But sometimes saying "no" may help others and be fairer to you.

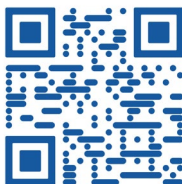
The Start with "No" Tracker

The start with "no" tracker is designed to help you pause *BEFORE* you say "yes" and take time out to evaluate how requests fit with your goals, passions and values so you can plan to say "Resolute no" or negotiate an alternative solution to the requesters problem (the Negotiator's No). If you find it hard to say "No," get Examples, Tips and Exercises by downloading the [Start with "no" Cheat sheet](#):

<http://startwithno.drmichelewilliams.com>

Congratulations on taking the first step to regaining your time and focus!

Website

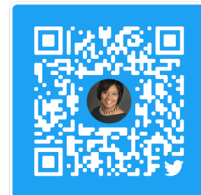


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Start with “NO” Tracker, (time saved _____ hours)

| Request (what is their ask?) | Goal Match (1-10) | Passion Match (1-10) | Value Match (1-10) | Requester's Pull (1-10) | Negotiator's "NO!" | Resolute "NO!" |
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Dr. Michele Williams

Professor Michele Williams, Tippie College of Business, University of Iowa, has taught negotiations to executives, startups, MBAs and undergraduates at leading schools of management for over 10 years. She is co-author of the Four Capabilities Assessment.

The research and work of Dr. Williams (University of Michigan, Ph.D.), which began with a focus on Trust and Relationships at work, now intersects with work on Women in Leadership & Entrepreneurship. She addresses two challenges that organizations face:

Trust and Relationships—Building, maintaining and repairing trust in team-based relationships and across demographic and organizational boundaries; Sustaining high performing, cross-boundary relationships.

Women in Leadership & Entrepreneurship— Social construction of gender; Gender equity within firms and across established and entrepreneurial ventures; Factors affecting women as team members, boundary spanners, and business owners.

Michele, assistant professor and the John L. Miclot Fellow in Entrepreneurship, recently joined the Management & Organizations' faculty at University of Iowa's Tippie College of Business. She is also a scholar at Cornell University's Scheinman Institute on Conflict Resolution and with the Smith Family Business Initiative Cornell's Johnson College of Business. Previously, she was a member of the faculty at Cornell University and MIT's Sloan School of Management.

She has authored papers and case studies, published in notable academic journals, and speaks at academic and professional conferences on her topics of research. She produced a unique course offering on Women in Leadership, Negotiation & Entrepreneurship and has spoken on this topic at JP Morgan. She is co-author The Four Capabilities Leadership Assessment—an online 360° assessment used by organizations to enhance the leadership potential of managers.

Dr. Williams earned her Bachelor of Arts degree in Psychology at Johns Hopkins University, her Master of Arts degree in Education from Teachers College, Columbia University, and her Ph.D. in Organizational Behavior from the Ross School of Business, University of Michigan.



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