



THE 5 SIMPLE PHRASES

Look for more info about each of these phrases, including examples of how to use them, on the following pages.

1. "Unfortunately, I'm unable to..."
2. "Would you consider...?"
3. "What would be helpful right now?"
4. "I'm so glad for you, because..."
5. "I'm looking forward to..."

REMEMBER...

YOU GET TO DECIDE how you want to spend your time and energy. Everyone else should not dictate how you live!

AVOID MIXED MESSAGES by making sure that your tone, inflection, and facial expression match your words and clearly communicate what you want to say.

TAKING CONTROL is a process. At first, you may catch yourself doing the same old things, but keep trying to use these phrases - and you'll find that your time, and then your day, and then your whole life - is more your own!

OWN YOUR
DAY
(AND YOUR
WHOLE LIFE!)
WITH THESE
5 SIMPLE
PHRASES

Know *how* to say
what you *want* to say
when you need
to say it gives you the
power to take control and
make your life more
the way you want
it to be!

OWN YOUR DAY (AND YOUR WHOLE LIFE!) WITH THESE 5 SIMPLE PHRASES

1. "UNFORTUNATELY, I'M UNABLE TO..."

Set your limits politely and firmly!

This simple phrase allows you to say "no" in a way that is not up for discussion.

Instead of doing what you don't want to do, listening longer than you want to, picking up after someone else, covering for others, and doing it "all" - use this phrase to let them know you are simply unable to.

The beautiful thing about this phrase is that it does not allow room for the other person to poke holes in your statement - no one can say what you are able to do, but you. And you don't have to lie or make excuses - simply being "unable to" is enough!

EXAMPLES

"Unfortunately, I'm unable to commit time to the committee."

"Unfortunately, I'm unable to continue our conversation right now."

"Unfortunately, I'm unable to take on that project, given my workload."

"Unfortunately, I'm unable to wait any longer."

"Unfortunately, I'm unable to continue ignoring what makes me happy."

"Unfortunately, I'm unable to make dinner as well as do the laundry."

"Unfortunately, I'm unable to make this decision right now."

"Unfortunately, I'm unable to support your decision."

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2. "WOULD YOU CONSIDER...?"

Ask for what you want without being demanding!

It's a particularly helpful tool whenever you're negotiating with your kids, your partner, or anyone you work with, because it communicates your understanding that everyone has free will - and keeps you from sounding controlling.

This phrase opens doors and keeps discussions productive - and steers you clear of the "automatic NO zone" by simply asking for "consideration," not a decision.

Even small requests are easier to receive when they are presented as an option!

EXAMPLES:

"Would you consider helping me to...?"

"Would you consider changing our plans to...?"

"Would you consider allowing me to work from home on Monday?"

"Would you ever consider taking a vacation to...?"

"Would you consider coming out to meet my friends?"

"Would you consider going to therapy with me?"

"Would you consider staying in and watching Netflix together Friday?"

"Would you consider taking over this responsibility...?"

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3. "WHAT WOULD BE HELPFUL RIGHT NOW?"

You don't have to be a mind-reader!

This simple phrase puts the responsibility for discerning what someone needs in the correct place -with them - so you can simply decide if it something you are willing (and able!) to provide.

Asking someone to make a specific statement about what they need or want releases you from the impossible task of trying to figure out what people want and trying to be helpful without any information..

This phrase also makes people feel seen and heard - which is the basic thing most people want and need! It can help ease interpersonal tension and can even prevent arguments in the first place, by showing that you genuinely care about understanding what the other person wants or needs - whether or not you are able to meet their need.

EXAMPLES

Use it when your friend is upset.

Use it when someone you care about seems stressed out.

Use it when your child is doing homework.

Use it when someone is frustrated with you.

Use it when someone is telling you about a problem.

Use it when you are in an argument with anyone.

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4. "I'M SO GLAD FOR YOU, BECAUSE..."

You can amplify your own happiness by participating in other people's happiness!

Each of us wants to be seen and heard and celebrated for who we are. This phrase gives you a way to recognize and affirm what makes other people happy, their achievements, and simple good luck.

Bringing this simple phrase into your vocabulary does as much for you as it does for other people.

Intentionally seeing and affirming the happiness of other people helps you feel good and takes away any impulse you might have to compare or be jealous!

EXAMPLES

"I'm so glad for you, because you really deserve..."

"I'm so glad for you, because I know you worked..."

"I'm so glad for you, because you have been waiting for..."

"I'm so glad for you, because you're good at..."

"I'm so glad for you, because vacations are so..."

"I'm so glad for you, because I know you've wanted..."

"I'm so glad for you, because I know how it feels to..."

"I'm so glad for you, because this means..."

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5. "I'M LOOKING FORWARD TO..."

Looking for reasons to be happy about what's going on in your life makes everything that much better!

It gives you a reason to get up in the morning and it may help you sleep better, if you focus on the positive things in your life. This phrase helps you wring every bit of goodness out of the big and small pleasures in your life - a nice hot cup of coffee, lunch with a friend, a vacation, or being alone in your car and listening to your favorite songs.

Even challenges can be re-framed with this phrase - into something to look forward to when they have passed!

This phrase also makes you very pleasant to be around!

EXAMPLES

"I'm looking forward to getting into my bed tonight."

"I'm looking forward to a yummy lunch."

"I'm looking forward to completing this project."

"I'm looking forward to relaxing after I get my house cleaned up."

"I'm looking forward to talking to the kids when I drive to the game."

"I'm looking forward to my client meeting tomorrow."

"I'm looking forward to learning something new tomorrow."

"I'm looking forward to helping my friend."

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