

THE ART OF SAYING NO

HOW TO STAND YOUR GROUND,
RECLAIM YOUR TIME AND ENERGY, AND
REFUSE TO BE TAKEN FOR GRANTED
(WITHOUT FEELING GUILTY!)

DAMON ZAHARIADES

Top Amazon Ratings

#1 in Social Science Methodology

#2 in Occupational/Organizational Psychology

About the Author

Damon Zahariades is the powerhouse behind ArtofProductivity.com. Through his books, Damon delivers time management and productivity strategies that teach people how to create habits to get more done while enjoying more free time. Author of more than 10 bestselling titles and consistently among the **Top 5 Amazon authors in Business**, Damon comes out of the corporate world and knows first-hand the frustration of productivity killers like procrastination, poor planning, lack of focus, or digital overload. Whether you are a professional looking to boost your productivity or you just want to get the most out of life, Damon's books will help you get things done with less stress so that you can create a more rewarding lifestyle built on his powerful yet practical strategies. New titles in 2021 will explore productivity skills such as decision making, the art of letting go, and stress management.

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Learn how to say no— without feeling guilty!

In *The Art of Saying NO*, bestselling author Damon Zahariades shows how to set boundaries and gain others' respect. This action guide investigates the reasons we put other people's priorities ahead of our own. It also provides a 10-step strategic guide for turning people down with grace and finesse. This system works whether you're talking to your boss, co-workers, family members, clients, neighbors, or strangers!

In *The Art of Saying NO*, readers will discover:

- The top 11 reasons people tend to say yes when they know they should say no
- 10 simple strategies for turning people down with finesse
- Why saying no to people doesn't make you a bad person (in fact, the opposite is true!)
- The best way to develop the habit of setting personal and professional boundaries
- How to know whether you're a people pleaser (and how to gauge the severity of the problem)



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