

Summary of: The Ultimate Productivity Hack is Saying No

Longer Summary:

Could saying no to certain things really help you become more successful? In his article, James Clear explains how by saying no to unproductive tasks, we can increase our daily productivity. As a culture, we say yes to far too many things. Then, we stress about how much we have to do without enough time to do it. In the article, he explains that when you avoid saying yes to time-wasting activities, you can slingshot yourself ahead of your competition. Although it is somewhat of a selfish approach, he explains throughout the article how it is not only beneficial to you but also beneficial to others. You are helping others, because many times when we do an activity we don't enjoy, we do it half-heartedly.

Clear's second point is that not doing anything is faster than doing it. At first, this statement does not make a lot of sense, but the writer goes on to explain that by not doing a simple mindless task just because you feel obligated to doing it, you can save a lot of time. Another way you could state this point is that projects without a purpose only slow you down in the long run. When you use your power of no to get out of these events, you are able to use your time more wisely to achieve new things you wouldn't have been able to achieve otherwise.

So then why do we say yes to things if no is supposedly so helpful to us? The reason we say yes to so many things is that we don't want to seem rude or unhelpful to our friends, family, or coworkers. Saying no is hard because you feel obligated to support them. In a world where time is so valued, our culture has begun saying yes to too many things, and people overstretch themselves past their limitations. However, if your goal is to maximize your productivity, saying no is going to benefit you much more in the long run.

When someone asks you to do something and you say no, you are only saying no to what that person is asking you to do. As Clear says in his article, "No is a decision, yes is a responsibility." When you say yes, you are saying no to all other possible plans that could come along in the future.

The article describes no as a strategic tool on your road to success. It says that the word no retains your opportunity of time. If you want to become successful, then the article suggests that you say no to things that remove you from your goal, as well as

saying no to any distractions. This doesn't mean that you always say no, but when you say yes, it should be a more focused and thought out yes. Clear quotes an investor by the name of Brent Beshore. Beshore says, "Saying no is so powerful, because it preserves the opportunity to say yes." This quote encourages the reader to think about the opportunity cost that comes with saying no.

The last thing Clear talks about is how to know when you should say no. He says that if you had to do the activity you are saying yes to today, but you wouldn't be excited about it, then you should say no. The basis of this article is summed up when Clear quotes another writer named Mike Dariano. Mike says, "It's easier to avoid commitments than to get out of commitments." The word no keeps you out of commitments so you don't have to worry about backing out. Your power of no is seen as a productivity hack because you are able to use your time doing things to benefit yourself. The key is to not waste your time and effort doing things that don't actually matter.

Shorter summary:

Could saying no to unproductive tasks, really help us increase our overall daily productivity? James Clear shows us how no is the most powerful life hack you can possess. Our culture says yes to just about anything. It doesn't matter whether we have time or not, we say yes anyway. We say yes to everything because we feel the need to be as helpful as possible. Clear describes no as a powerful tool for success. In his article, he says, "No is a decision, yes is a responsibility." This quote shows that saying yes makes you committed, but no allows for other options to open up. The power of no is seen as a productivity hack because you can use your time doing things you need to get done. This doesn't mean that we should always say no, but it means that when we say yes, it should be something well worth your time.

Bibliography:

Clear, James. "The Ultimate Productivity Hack Is Saying No." *James Clear*,
<https://jamesclear.com/saying-no>.