

How to Say 'No' the Right Way

By Carl Van

People who hate to say no find it hard to do, and sometimes do something much worse than hurt someone's feelings. They either don't say anything, which passively sends an incorrect message of "yes," or they say no in such a way that the other person doesn't really know what is being said, sending the message of "maybe."

On the other hand, some people don't find it hard to say no, but they can lack the skills to do so gracefully and very often instill hard feelings, even when that is not their intent. The following are some tips:

*"I'm sorry" doesn't have to mean you regret what you did, but that you *understand* the other person. A little

empathy can go a long way.

*Repeat back to the other person their point of view. That will allow him/her to listen to yours. Once you prove to someone you understand their point of view, by repeating it back to them, they can stop explaining it repeatedly.

*You don't have to prove to someone that the situation is his or her fault. Most people just want empathy, not for you to take the blame. If possible, take this person's side as much as you can, but return to the situation at hand.

*Show the other person you wish it could be different. Telling someone, "I wish I could do this for you...however, I just can't" is much more powerful than saying, "I won't do this for you because I don't have to."

*Help solve the problem in another way if possible. Even if alternatives aren't the answer, the fact that you offered them shows you care. Most people, when being told "no," can take the news a little better if it is coming

from someone who seems to genuinely care.

*Avoid the word "but" when empathizing. When you say, "I understand, but..." what the other person hears is, "I don't understand."

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Beating the 'Sunday Night Blues'

By Ford R. Myers

Uh oh, it's Sunday night again! Just a few more hours of enjoyment before the dreaded event: returning to work on Monday morning.

If this is the thought that goes through either your mind, a colleague's, or that of a struggling employee of a corporate client, the following five steps will help beat the "Sunday Night Blues" and establish a fresh approach to work each Monday.

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Beating the 'Sunday Night Blues' (Continued from Page 1)

*Plan out your week on Sunday nights and write down your tasks. This will help break things down into smaller pieces so the work won't seem so overwhelming.

*Schedule at least one activity every Monday that you truly enjoy. This will give you something positive to look forward to at the beginning of your week,

*Make Monday "Career Day." Devote part of every Monday to career management activities, such as networking or researching other opportunities.

*Assess whether you're in the right career or job in the first place. People who truly enjoy their work usually don't get the "Sunday Night Blues."

*Change your attitude. If you've been complaining about your job for a long time, you must take full responsibility for your situation and change it for the better.

Summary

Sunday nights are tough for many people, regardless of how happy they are in their current employment situation. However, if you're continually unhappy in your job, chances are you're not in the right career. No amount of Sunday night planning can improve upon that!

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Amazing Pea Soup

From EatingWell:

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Ingredients

- 12 cups water
- 2 pounds English peas with shells
- 1/3 cup finely chopped fresh dill, plus sprigs for garnish
- 1 teaspoon salt
- Freshly ground pepper, to taste
- 3/4 cup low-fat plain yogurt

Preparation

1. Bring water to a boil in a large pot. Add peas, return to a boil and then reduce to a simmer. Cook, stirring occasionally, for 45 minutes.
2. Using a slotted spoon, transfer one-third of the pea pods to a food processor. Add 1/2 cup cooking liquid and process until smooth. (Use caution when pureeing hot liquids.) Pour into a large bowl. Repeat with the remaining pea pods in 2 batches, with 1/2 cup cooking liquid each time. Pour the pureed peas plus the remaining cooking liquid through a fine-meshed sieve, pressing on the solids to extract as much liquid as possible. (Alternatively, put through a food mill fitted with a fine disc.)

Return the soup to the pot, bring to a boil and then simmer until reduced by about a third (to about 6 cups), 30 to 35 minutes. Stir in chopped dill, salt and pepper. Ladle into bowls and top each serving with a swirl or dollop of yogurt and a sprig of dill, if desired.

Nutrition

Per serving: 79 calories; 1 g fat (0 g sat , 0 g mono); 2 mg cholesterol; 13 g carbohydrates; 0 g added sugars; 6 g protein; 4 g fiber; 429 mg sodium; 364 mg potassium

