

# The “Yes” Audit

## Objective

To identify patterns of automatic “yes” responses, understand why you agree, and reflect on how it affects your well-being.

## What to Know

Do you often say “yes” to things you do not want to do? Maybe you agree to take on extra tasks at work, attend events you are not excited about, or help out when your schedule is already full. If this sounds familiar, you are not alone. Many people struggle to say “no,” even when their plate is overflowing.

Why does this happen? There are a few common reasons:

- You want to be liked or avoid letting others down. Saying “yes” might be the easiest way to keep the peace or make someone happy.
- You fear conflict or rejection. Turning someone down can feel scary, especially if you worry about damaging the relationship.
- You feel responsible for others’ happiness. You might believe it is up to you to satisfy others, even at your own expense.

While saying “yes” might feel like the right thing to do in the moment, it can take a toll over time. Constantly agreeing to things you do not want to do can lead to:

- **Resentment and stress.** You might start to feel frustrated with others—or yourself—for always being the one who accommodates.
- **Emotional struggles.** Overcommitting can make anxiety, depression, or low self-esteem worse as you start to feel overwhelmed and undervalued.

A “Yes Audit” is a simple yet powerful tool for reflecting on the choices you make when you say “yes” to requests, invitations, or obligations. It is like hitting the pause button to take stock of whether your automatic “yes” is serving you or causing unnecessary stress.

You may say “yes” without thinking, driven by habits, expectations, or emotions. A “Yes Audit” is your opportunity to break this pattern by asking yourself questions like:

- Why am I saying “yes”?
- Does this align with my priorities, values, or current capacity?
- How do I feel when I agree to something I am unsure about?

A “Yes Audit” reveals patterns in your decision-making, such as agreeing to things out of guilt, fear, or a desire to please others. By understanding these patterns, you can:

- **Set more precise boundaries.** Learn to say “no” when necessary, without guilt.

- **Prioritize what matters most.** Make room for the things that truly add value or joy to your life.
- **Reduce stress and resentment.** Free yourself from the frustration of overcommitting.

A "Yes Audit" is not about saying "no" to everything—it is about saying "yes" to the right things with intention and confidence. This approach lets you feel more in control of your time, energy, and emotional well-being.

This worksheet is designed to help you pause, reflect, and decide whether saying “yes” aligns with your needs, values, and well-being. By taking stock of why you agree to things and how they impact you, you can start setting healthier boundaries and reclaiming your time and energy. You will identify patterns of automatic “yes” responses, understand why you agree, and reflect on how it affects your well-being.

### What to Do

For two weeks, write down any instance where you said “yes” to a request or favor without thinking it through. Reflect on the situation by filling out each column of the chart. Note the date and time and what you said “yes” to. Describe your feelings before you said “yes.” Explain why you said “yes;” this may include fear, guilt, habit, or obligation. Write down how you felt afterward and describe the emotional, physical, or practical consequences.

<b>Date/Time</b>	<b>What you said “yes” to</b>	<b>Initial feelings</b>	<b>Why you said yes</b>	<b>How you felt afterward</b>	<b>Consequences</b>
<i>Example: Tuesday, 3:00 PM</i>	<i>Agreed to take on extra work for a coworker</i>	<i>Nervous and obligated</i>	<i>Didn't want to disappoint him</i>	<i>Overwhelmed and frustrated</i>	<i>Stayed late, missed the gym, felt resentful</i>

Date/Time	What you said "yes" to	Initial feelings	Why you said yes	How you felt afterward	Consequences

Answer the following questions after filling out the chart.

What patterns did you notice? Are there certain people or situations where you say "yes" automatically?

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What emotions drive your “yes” responses? Fear of rejection, guilt, wanting approval, etc.?

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How do these “yes” moments impact your mood, energy, and time? Be specific.

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What is one small step you can take to pause before saying “yes”? For example, saying, “*Let me think about it and get back to you.*”

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By recognizing your automatic “yes” responses, you can start to pause, evaluate, and make choices that prioritize your needs and well-being. Over time, you’ll learn to confidently say “no,” reducing stress and creating healthier boundaries.

### **Reflections on This Exercise**

Did anything surprise you about this activity? If so, describe.

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How helpful was this exercise? \_\_\_\_\_  
(1 = not very helpful, 5 = moderately helpful, 10 = extremely helpful)

What did you learn from this exercise?

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