

Part 3 - Self Assertive

In a world of moving time zones, busy schedules and the pressures of day to day living a safe mantra to keep my sanity is using the following Tips:

- 1) Stop engaging with people who give you only their timelines, their convenience days and times of working and NOT MUTUAL.
- 2) when people who take up a job and hand you their TIME schedule, their children's schedule and their own Dr.'s appts and upcoming vacations..., RUN.... Do not work with them as no project will be completed.
- 3) if you feel your work would not have been completed anyway, don't take on work with this type as leads to heart burn and anxiety.
- 4) Do less, but calmly, as many want a paycheck but will hang you out to dry as they have no time management or commitment to the project.
- 5) Lastly remember, everyone has a lot going on in their lives, as do you so treat yourself kindly as well!

Have a good day and stay calm!