

Handy Reference Guide to Saying NO with Confidence!

Gratitude Centered

- "I'm honoured... but I must decline."
- "I love that you thought of me."
- "You're kind to consider me."

Assertive

- "I need to decline."
- "I'm going to need to say no because..."
- "I'm learning to limit my commitments."
- "I'm not feeling a connection."

Expectations Setting

- "I won't be able to give that the time it needs."
- "I'm not taking on any new projects now/until..."
- "I promised myself I wouldn't take too much on."

Saying No By Saying Yes

- "I can't do that. But what I can do is..."
- "Yes, I do have a minute at 2:00 tomorrow."
- "That time frame doesn't work. But I can have it to you by Monday."

Connection Building

- "Please keep me in mind next time/year/quarter."
- "I really want to help you. Here's what I can offer..."



Give Yourself Credit For Every Boundary You Set!

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