

# <sup>1</sup>Ways to say “No”

## Long Version:

I appreciate you thinking of me! That means so much. Unfortunately, I don't currently have the time to give it the attention {said task} deserves. Again, I appreciate you thinking of me.

## Short & Sweet:

- I'm learning to limit my commitments.
- Thanks for thinking of me, however I have too much on my plate right now.
- I currently don't have the time to give {insert activity} the attention it deserves.
- Not really for me, thanks.
- I'm afraid I can't.
- I'm not really into {insert activity}, but thanks for asking!
- I think I'll pass.
- No thanks!

## Tips:

- Don't go on and on.
- Be assertive.
- Don't be afraid to say it twice.
- Ask yourself, “If I say yes, what will you be giving up; time, health, family, money?”
- Provide an alternative
- Don't delay
- Practice saying no. If need be rehearse it with a friend - the one that can say no.
- Put it in an email first and then offer to have a phone conversation.
- Plan/visualize what you want in the end and then write decide what you have time for in your life - planning ahead will make it easier to say no to what doesn't fit.

## Already committed?!?:

- Offer to find a replacement.
- Explain what life events have changed since you said yes.
- Ask if you can have an “assistant”, co-chair etc.
- If it's a board commitment ask if you can cut the term short; i.e. if it's 2 years ask if you can be done after 1 year.
- In these situations where you are already committed I would explain what has changed as to not ruin your reputation with whoever you have made the commitment to.
- Block your time to ease the pressure of fitting everything into your life.

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