

# SAYING “NO”

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Being responsible for yourself means you need to be able to say “no”. If you rarely say no, it means others are charting your course in life.

## Strategies to Saying No

### Formulate Your Position Before You Speak

- Know what you are or are not willing to do before you respond. If you are unsure, state that you need some time to think about the request.

### Do Not Feel Compelled to Explain or Rationalize Your “No”

- Often we contrive reasons why we cannot comply with a request. Rather, we should feel comfortable with our own decisions and verbalize them as *choices*, not *reasons* or *excuses*.

### Be Your Own Advocate

- Often people make decisions and then need others to comply in order to make the decision a reality. Remember that just because someone has personally committed to a project or idea, you are not compelled to do so, regardless of how worthy the project may seem.

### Repeat, Repeat, Repeat

- Be prepared to state your “no” several times before it is heard and accepted. You do not need to rephrase your “no” each time; simply restating that you are not able to help out is sufficient.

No	<ul style="list-style-type: none"><li>• “I am not able to do that...”</li><li>• “I am not taking on any more commitments...”</li></ul>
No & Validation (and reason – if you choose)	<ul style="list-style-type: none"><li>• “I can see you are in a difficult position...”</li><li>• “Sounds like this is important to you..”</li></ul>
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