



## Skill 13: Managing your Emotions Activity B: OK to Say No

### Tactics for Saying No

1. ***Thank the requester first***

Be sure to say thanks for being asked. After all, it is really nice that they thought of you, and you want to acknowledge this. Example – “Thank you for thinking of me to chair the committee. I’m very flattered that you think I could handle the job...”

2. ***Provide a brief explanation –***

Add a very short reason why you can’t say yes. Example – “It sounds like a great opportunity, but I’ve just started a new job (project, class, etc.) and I need to see how my schedule works out.” It is very important to be brief and not go on and on with your explanation; think short and simple.

3. ***Defer giving an answer for a while –***

Say that you need to check your schedule or check with another party (you boss, your family, etc.) before you can say for sure. Example – “Sounds interesting, but I’ll need to check with my supervisor to make sure our workload during the next few months would allow me enough time for your project.”

4. ***Say no now but that you’d consider it at another time –***

It’s a nice way of letting the requester know that it’s simply a matter of time constraints, not a lack of interest. Example – “Right now I am very busy with both work and school, but once I finish the semester, I’d love to get involved.”

5. ***Be up front if it’s not your area –***

If the request really isn’t something you’d ever consider or feel comfortable doing, it is okay to nicely say so. Example – “I appreciate you thinking of me, but I’ve learned that asking people for donations is not my strong suite. Perhaps I can help in another way?”