

# PRACTICING SAYING "NO"

Imagine a scenario where your coworker asks you to complete an overdue task. He has a lot on his plate but hopes you can finish it for him by the end of the day as a favor.

However, you need to catch up on your tasks, and if you agree to take on his favor, you will not be able to complete everything on YOUR plate. You have to decline, but you have a problem saying no.

Below, think carefully about the questions and answer truthfully. Next time, then next time, use this imaginary scenario to help you say "NO."



Why do you feel like you can't say no?

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Now place those feelings aside and put yourself in the above example. Write how you would say "no". This is a great exercise to mentally pause and clear your thoughts before you answer too quickly.

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You've managed to say no. Don't beat yourself up and feel guilty. You're very busy, and as much as you'd like to help (or not) it's your decision to reply with an honest "yes" or "no" reply.

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