



7 Simple Ways to Say “No”

- 1. “I can’t commit to this as I have other priorities at the moment.”**
- 2. “Now’s not a good time as I’m in the middle of something. How about we reconnect at X time?”**
- 3. “I’d love to do this, but ...”**
- 4. “Let me think about it first and I’ll get back to you.”**
- 5. “This doesn’t meet my needs now but I’ll be sure to keep you in mind.”**
- 6. “I’m not the best person to help on this. Why don’t you try X?”**
- 7. “No, I can’t.”**