

SANITY IN 60...

5 STEPS TO

SAY NO AS A TEACHER!



PAUSE BEFORE YOU ANSWER ↱

1

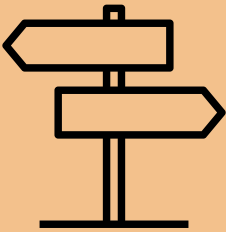
You don't need to give an instant "yes." Take a moment (or even say, "Let me check my schedule and get back to you") so you can respond thoughtfully. This small pause helps you avoid committing to things you'll later regret.



SET CLEAR PRIORITIES ↱

2

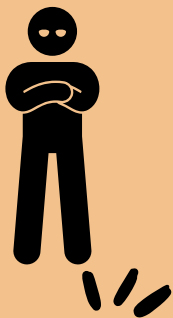
When you know your non-negotiables (student learning, wellbeing, work-life balance), it's easier to decide what fits—and what doesn't. Having clarity makes saying "no" feel less like rejection and more like alignment with your values.



OFFER AN ALTERNATIVE ↱

3

If you can't take on a task, suggest another option: "I can't lead that club, but I can help with resources once a month." This shows you're still a team player, without overextending yourself.



USE POLITE BUT FIRM RESPONSES ↱

4

Prepare go-to responses like:

- "I don't have the capacity right now."
- "I'd love to help, but my focus has to stay on X." These help you stay professional while holding your boundary.



NO MAKES WAY FOR YES! ↱

5

Every time you say no to an extra responsibility, you're saying yes to something that truly matters—your health, your planning, or quality time with loved ones. This mindset shift helps you see boundaries as empowering, not negative.