

LEARN HOW TO



WITHOUT SOUNDING LIKE AN A-HOLE

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If you're anything like me, you struggle to say no to friends, family or in your work. As humans, we want to be seen as helpful and capable and we like to please others.

But when you've got too many demands and not enough time to do any of them well, it's time to start saying no.

This eBook will explore HOW to do that without guilt, apology or sounding like an a-hole.

*If it's not a HELL YES,
then it's a HELL NO!*



THE EFFECTS OF A 'YES' HABIT

**When you continually say YES to things you want to REFUSE,
the following starts to happen:**

- You feel resentful toward the person asking, even when they haven't done anything wrong
- You become more frustrated with yourself for not keeping up
- Stress and overwhelm become your life when you have more demands than you can cope with
- Your mental health suffers

**There's a reason airlines tell you to put on your own oxygen mask first....
If you don't take care of you, you'll be no help to anyone else.**



COMMON BELIEFS ABOUT SAYING NO



What if I told you that saying no is a GOOD THING for you **and** the requestor?

If any of the limiting beliefs have been holding you back from saying no to things that aren't a good fit for you, consider these instead:

EMPOWERING BELIEFS:

- **Saying no is declining the request, not rejecting the person**
- **By saying yes to one thing, I'm saying no to something else**
- **My opinions are valid, even if they are different than others'**
- **The other person is likely to understand**
- **If people have the right to request, I have the right to decline**

Our life experiences teach us that we can't always say no to requests (I feel this intensely as a parent who's children's favourite word to date is NO).

We end up with false beliefs about saying no, which makes it harder to say later on.

Do you hold any of the following beliefs about saying no?

LIMITING BELIEFS:

- **It's rude or comes across as hostile**
- **It's up to me to please everyone else**
- **I don't want to upset anyone**
- **I'm selfish if I say no**
- **They won't like me if I don't do what they ask**



6 WAYS TO SAY NO!

Psychologist Trevor Powell describes six ways of saying no. Simply choose the one to use depending on the situation



1. THE DIRECT 'NO'

When you're asked to do something you don't want to, or can't do, simply say NO.

Be direct and to the point. Don't beat around the bush or make excuses. Simply state that you are unable to do what is being asked of you.

The goal is to say 'no' without feeling like you need to apologize.

The Direct No takes practice, but is extremely empowering once you get the hang of it.

- **No, thank you**
- **I can't**
- **I don't want to**
- **It's not for me**

2. THE REFLECTING 'NO'

This is when you acknowledge the content and sentiments of the request and then **assertively** refuse at the end.

The requestor will feel heard even if the request isn't met by you. Notice again, we're not apologizing or making excuses.

- **I understand that you want me to be there, but I can't attend.**
- **Thank you for thinking of me, but it won't be possible.**
- **I appreciate the idea, but no**
- **Sounds nice, but I'm not available**





3. THE REASONED 'NO'

This is where you provide a brief, but honest reason for your answer.

It can be helpful to offer an explanation to the requestor to help them understand your decision and make it easier for them to accept.

WARNING: Do not make an excuse or provide opportunities for the other person to poke holes in your reasons. Be firm!

- I can't attend the meeting because of other deadlines this week.
- My schedule won't allow it
- It's not in my budget

4. THE RAINCHECK 'NO'

Not an absolute no, the raincheck is a way of saying no in the moment, but keeps you open to saying yes in the future.

Only use this if you genuinely **WANT** to meet the request at a later date.

- I don't have time today, but could meet up sometime next week.
- Next month is better for me. Check back then.
- I'd like to help, but I'm swamped right now.
- Thanks. I'm good for right now.





5. THE ENQUIRING 'NO'

Like the raincheck, this is not an absolute no. In this technique, you open up the request to see if there is an alternative.

YOU are unable to do what is being asked in the moment, but will come across as helpful if you offer other solutions.

- **My schedule is full for today, maybe there's someone else that could help?**
- **Can it wait until next week?**
- **Why is this a priority for you right now?**
- **What if you tried it this way?**

6. THE BROKEN RECORD 'NO'

If the person initially does not accept your 'No', then keep repeating yourself.

This can be used in a wide range of situations (and is popular among toddlers).

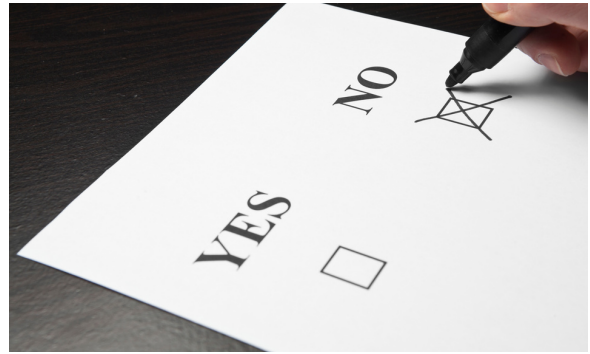
- **Requestor:** "Could you please take my place at the meeting today?"
- **You:** "Unfortunately I can't attend the meeting because of other priorities. Perhaps there's someone else you could ask."
- **Requestor:** "I've asked a few people already, maybe you could go for just the first part?"
- **You:** "I know that it's important, but I won't be able to go this time."
- **Requestor:** "Even for 15 minutes?"
- **You:** "I need all my time to focus on this priority"



My Personal Fave response:
You've asked and I answered.

It's only by saying NO that you can concentrate on the things that are really important.

~ Steve Jobs



PRACTICE SELF-CARE

It's important to remember that it's ok to say "no" if it means taking care of yourself.

It's better to be honest and prioritize your own well-being rather than overextending yourself and potentially causing harm.

If you want more time, money, energy and FREEDOM, start saying NO

For more resources to simplify your life, go to
www.wendyverwey.com

