

Saying No Without a Fight

Practice turning something down when your plate is already full.

WHEN TO USE THIS

Use this before you answer a request you do not have room for.

What is being asked, and by when?

What would you have to drop to say yes?

Write three ways you could answer.

A no, a not right now, and a smaller yes.

1.

2.

3.

Pick one and write it out the way you would say or send it.

A no can be short and still be kind.