

# Saying No at Work

Turn down or push back on a work task without a long speech.

## WHEN TO USE THIS

Use this when you have been handed one more thing and you are already full.

What is already on your plate this week? List the big ones.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

What is the new task, and who asked?

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At work, a no often sounds like a question: what comes off the list to make room for this?

Write what you will say. Name what you can do, or what would have to move.

*I can do this by Friday if the report waits.*

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What are you afraid will happen if you say it?

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*Saying what you can carry is part of the job, not a mark against you.*