

The Empowered No: Taking Control of Your Commitments

1

Set boundaries and articulate them

“My evenings are committed to my family so I can not attend this meeting”
Pro tip: Use scheduling tools and “out of office assistants” to help automate the process.

2

Be clear, succinct and polite (with explanation if needed)

“No, I can’t take on another project right now. (I’m currently focused on other priorities and don’t have the bandwidth for this one)”

3

Use “I” statements

“I need to take care of my own workload first”

4

Defer a “no”

“I am working on something else at the moment. Why don’t you make a start and if you still need my help come and ask me tomorrow morning”

5

Practice saying no

“I’ve been working on getting better at setting boundaries and saying no when I need to. It’s something I find a bit challenging, and I thought a role-play exercise could help me practice. Would you be willing to help me with that?”

6

Prioritise your wellbeing

“Thank you for the opportunity. I have had a lot on my plate recently and need some time to recharge so that I can continue to work effectively”

Questions for reflection:

- What thoughts or feelings arise for you as you read through this examples?
- What belief do you think they’re connected to?
- Is this belief supporting or hindering you?
- What belief might be more beneficial?

Place **your** own mask **before** helping others.