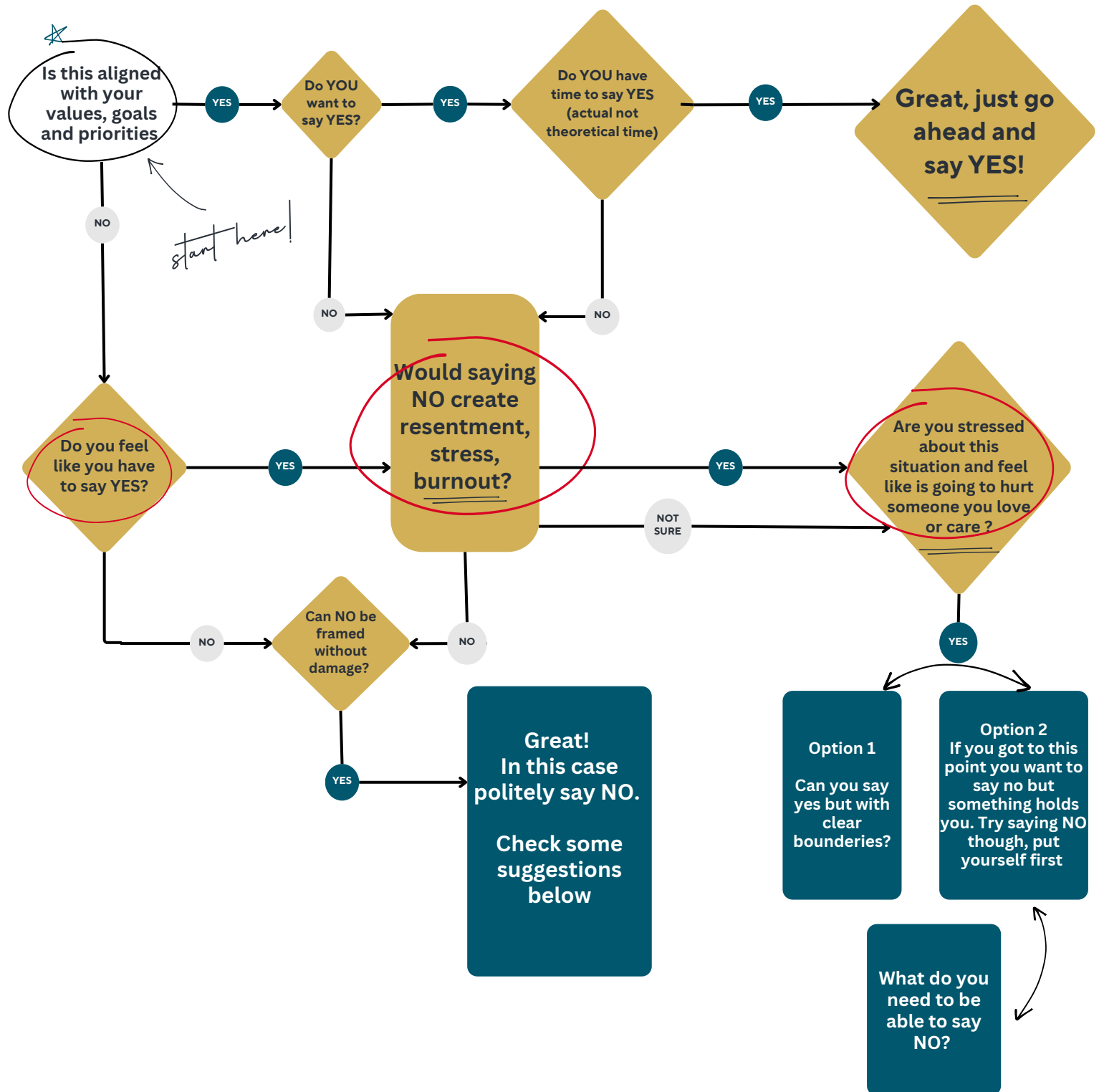


# Saying NO Guide



## WAYS TO SAY NO WHEN NO IS YOUR TRUE ANSWER

### THE DIRECT NO

- Thank you for thinking of me. I won't be able to take this on
- I appreciate the invitation, and I need to decline
- This doesn't fit my capacity right now, so I'll have to pass
- I am so sorry but I can't
- I appreciate this might be disappointing and I wish I could but I can't
- No

### THE NO DISGUISED AS AN YES

- Not now, but I can revisit this next week
- I can't commit today, but I'm open to discussing it later
- This is important, and I want to give it proper attention — which I can't do at the moment

### Non- answer suggestions (when you have not decided if it is a YES or a NO)

- Let me think about that and get back to you (buys you time)
- I need a moment to reflect before I decide (creates space without guilt)
- What exactly would you need from me? (shifts the pressure)
- I'm currently focused on something else — let me revisit this later (protects your energy)