**Just Don’t Do It**

**Finally, a session on how to say NO at work**

**Objectives:**

An understanding of why it is hard to say no.

Christine Kreger & Kieran Hixon

Colorado State Library

Recognition that saying no and setting boundaries is healthy and crucial for maintaining productive relationships

Practical strategies and scripts for saying no respectfully

**Reflection**

Think about something you need/want to say no to at work (future, now, or past)

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**Reflection**

Why do YOU say yes when you want to say no?

 **The Gift of Saying NO**

Every single time you set a healthy boundary in your life, you improve the relationship you have with yourself.

-- Sylvester McNutt

**Signs you need boundaries**

* You feel overwhelmed
* You feel resentment toward people asking for your help
* You avoid phone calls and interactions with people you think

may ask for something

* You make comments about helping people and getting nothing

in return

* You frequently daydream about dropping everything and

disappearing

* You have no time for yourself

**Reflection**

Why do you want to say NO? What are you saying YES to? Give yourself permission to say NO

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**I hereby give \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ permission**

When work devours your waking hours, it also devours your will to do things that truly nourish you.

- Charlie Warzel

and Anne Helen Petersen

**to say no to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Saying NO is the Key to Healthy Relationships**

**Reflection**

In your situation **WHO** do you need to say no to?

**What** is the relationship and why is it important to you?

**What** boundaries do you need to set and protect?

**How** will saying no benefit the relationship?

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**How to Say NO**

The pace you set is the pace they will expect.

--Anonymous- Twitter

1. Assess the ask
2. Listen to your emotions
3. Reframe and re-envision
4. Prepare to say no
5. Saying no
6. Stay firm
7. Practice

**Types of NO**

A key to happily sharing one’s energy with others is ensuring that those same energy reserves are properly, adequately, and regularly restored.

--Katrina Spencer

1. Hard NO
2. No for now
3. No and switch
4. Need more time

**Saying NO Action Plan**

Keep practicing –

it takes courage, vision, empathy, patience, and persistence.

1. What is something you need/want to say no to at work?
2. **Why** do **YOU** say yes when you want to say no?
3. **Why** do you want to say NO?
4. **What** are you saying **YES** to?
5. **Give yourself permission to say NO!**
6. In your situation **WHO** do you need to say no to?
7. **What** is the relationship and **why** is it important to you?
8. **What** boundaries do you need to set and protect?
9. **How** will saying no benefit the relationship?
10. What type of **NO** will you use?

**Draft Script**

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**Resources for Saying NO**

To take seriously each other's vulnerability and fragility and precarity, and to support it, honor it, and empower it. A radical kinship, an interdependent sociality, a politics of care.

--Johanna Hedva

**The End of Burnout** - Jonathan Malesic

**F\*ck No!: How to stop saying yes when you can't,**

**you shouldn't, or you just don't want to** - Sarah Knight

**Learning to Say No When You Usually Say Yes** - Maritza B. Manresa

**The Power of a Positive No** - William Ury

**Set Boundaries, Find Peace** byNedra Glover Tawwab

**How to Care Less About Work**

<https://www.theatlantic.com/ideas/archive/2021/12/how-care-less-about-work/620902/>

**When to say yes (or no)**

<https://meredith.wolfwater.com/wordpress/2022/03/14/when-to-say-yes-or-no/>

**More NO Scripts**

X I don’t have time.

X That’s above my pay grade.

X I don’t need to look that over. I trust you.

X I’m on vacation.

X I’m not comfortable with that.

X Unfortunately, that is not going to be possible.

X I am sorry, I have too much going on this week.

Before we teach others to respect our boundaries, we must learn to honor them ourselves.

--Nedra Glover Tawwab

X I am sorry I am not available.

X I can't help you this time.

X I don't think I am the person to advise you on that.

X The decision is really up to you.

X I won't be able to take on additional projects.

X I cannot work past 5.

X I don't check email on vacation.

X I don't talk about personal subjects at work.

X No thank you.

X I have another commitment.

X I prefer to decline rather than do a poor job

X If you want to chat, let's have lunch together. That way I can focus on our conversation.

X For my mental health, I cannot commit to doing this extra thing because I'm already spread thin.

X I can't tell you what to do here because I don't really understand all of the factors at play.

X I don't think it is right for me to continue taking on more responsibilities without being compensated for the, I hope you understand.

X I'm afraid I won’t be able to finish all of my own work in time if I take ion any more of [colleague]’s work.

X I'd hate to disappoint you by doing it poorly. I think you should find someone better qualified.

X I'd like to be a team player, but this does not feel like what I signed up for.