

Just Don't Do It!



Finally a session on how to say NO at work

Photo by James Orr on Unsplash

Reflection

What do you need/want to say **NO** to?

Why is it so
hard to say
NO?

How does it
feel to say
NO?

Reflection

Why do **YOU** say yes when you want to say **NO**?

The Gift of Saying No



- X Say **NO**, to say **YES** to more meaningful activities
- X **NO** is a precondition to saying **YES** effectively
- X Increased confidence
- X Boundaries protect your time and energy

Signs you Need Boundaries

- X Feeling overwhelmed
- X Feeling resentful when asked for help
- X Avoiding interactions with others
- X Feeling you always help others and never get anything in return
- X Dreaming of running away
- X You have no time for yourself

Give Yourself Permission to Say NO



- X You have the right to say NO
- X You deserve to have your needs met
- X You are the #1 priority in your life

Photo by Jen Theodore on Unsplash

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

—Sylvester McNutt

Reflection

Why do you want to say NO?

What are you saying YES to?

Give yourself permission to say NO!

Saying NO is Key to Healthy Working Relationships

- X Comfortable interacting with others
- X Able to be more authentic
- X Sign of respect



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

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

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?

**How to say NO!
(finally!!)**

Assess the ask



Who, What,
When, Why

Reframe and re-envision



Listen to your emotions



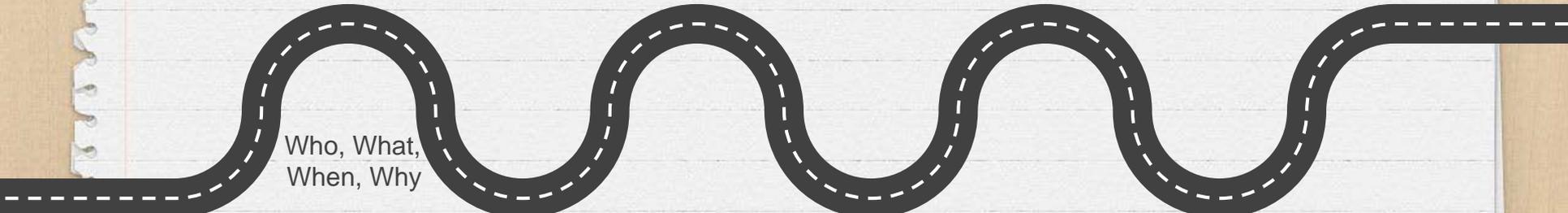
Prepare to say NO

Say NO



Stay firm

Practice



Types of NO

Hard NO

I am afraid I don't have time right now

1

No for Now

I can't help you that today, but with more notice I may be able to help you in the future

2

I am afraid I can't do X, but I can Y

No and Switch

3

Thanks, I will need some time to think about it

Need More Time

4

Saying NO

- X Keep it simple
- X Be positive and respectful
- X Remain firm
- X Listen respectfully and ask clarifying questions
- X Keep emotions in check
- X Accept no's from others graciously



Image by Andrew Martin from Pixabay

Practice Makes a Perfect NO

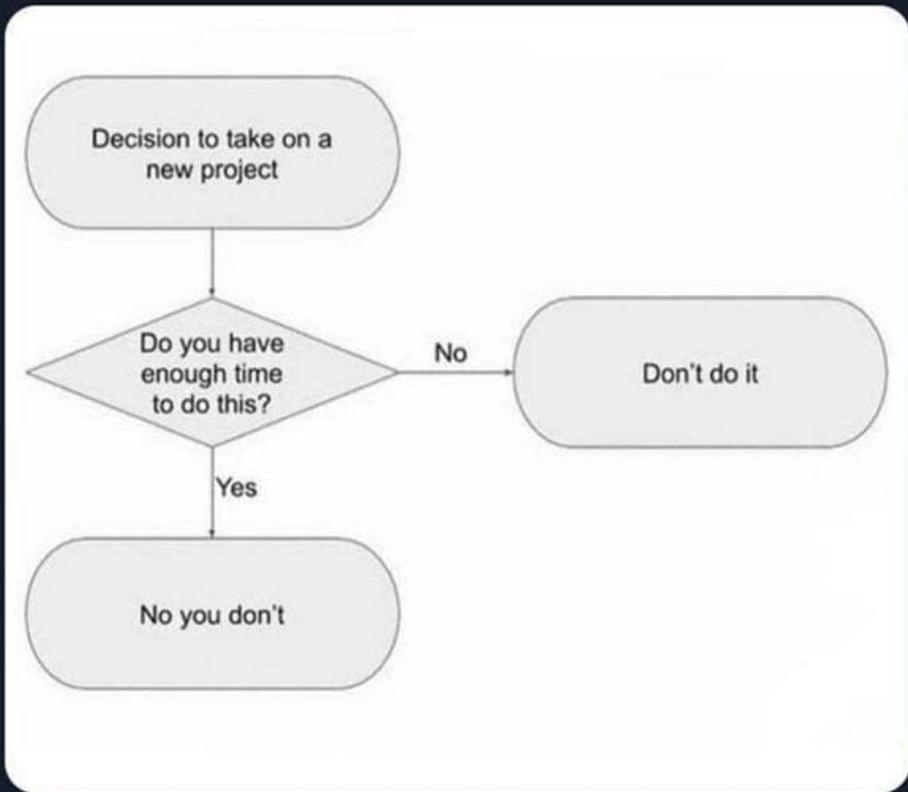
Keep practicing it takes courage, vision, empathy, patience, and persistence.



Image by jcomp on Freepik

No Action Plan

<p>What do you want/need to say no to?</p>	<p>Why do YOU say yes when you want to say NO?</p>	<p>What are you saying YES to? </p>	<p>Give yourself permission to say NO! </p>	<p>What is the relationship and why is it important to you? </p>
	<p>Why do you want to say NO?</p>		<p>WHO do you need to say NO to?</p>	
<p>What boundaries do you need to set and protect?</p>		<p>How will saying no benefit the relationship?</p>		<p>What type of NO will you use?</p>



Thanks!

Any questions?

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Credits

Special thanks to all the people who made and released these awesome resources for free:

X Presentation template by [SlidesCarnival](#)

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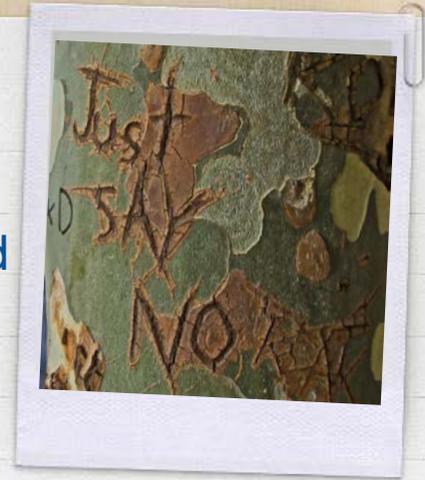


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