

# 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

1

Who, What,  
When, Why

Reframe and  
re-envision

3

Listen to your  
emotions

2

Prepare to  
say NO

4

Say NO

5

Stay firm

6

Practice

7

# 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

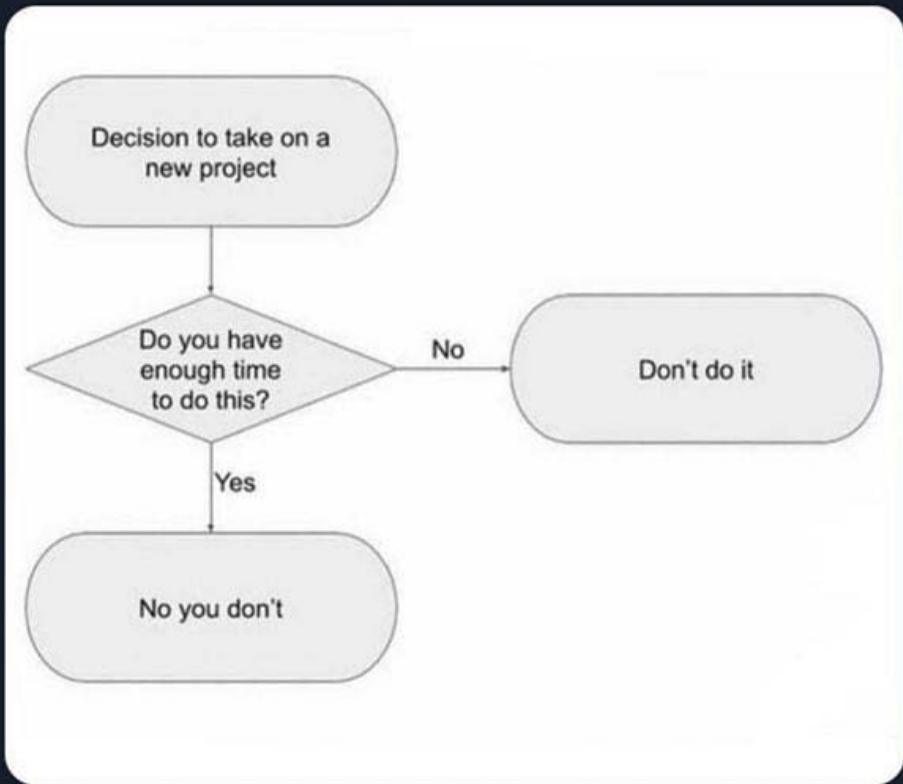
Keep practicing it takes courage, vision, empathy, patience, and persistence.



Image by jcomp on Freepik

# No Action Plan

<p>What do you want/need to say <b>no</b> to?</p>	<p>Why do <b>YOU</b> say yes when you want to say <b>NO</b>?</p>	<p>What are you saying <b>YES</b> to? </p>	<p>Give yourself permission to say <b>NO!</b> </p>	<p>What is the relationship and <b>why</b> is it important to you? </p>
	<p>Why do you want to say <b>NO</b>?</p>		<p><b>WHO</b> do you need to say <b>NO</b> 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 <b>NO</b> 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:

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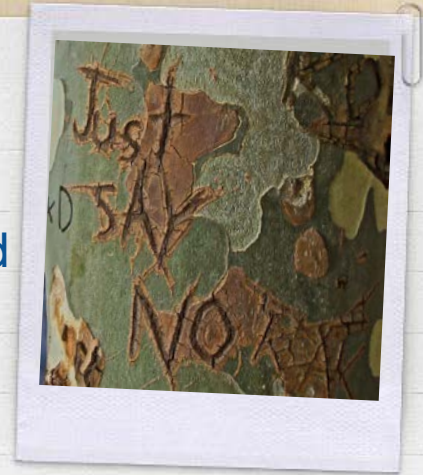


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