Just Don’t Do It!

Finally a session on how to say NO at work
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

✗ Say NO, to say YES to more meaningful activities
✗ NO is a precondition to saying YES effectively
✗ Increased confidence
✗ Boundaries protect your time and energy
Signs you Need Boundaries

✗ Feeling overwhelmed
✗ Feeling resentful when asked for help
✗ Avoiding interactions with others
✗ Feeling you always help others and never get anything in return
✗ Dreaming of running away
✗ You have no time for yourself
Give Yourself Permission to Say NO

✗ You have the right to say NO
✗ You deserve to have your needs met
✗ 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

✗ Comfortable interacting with others
✗ Able to be more authentic
✗ Sign of respect
“When work devours your waking hours, it also devours your will to do things that truly nourish you.”

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

Listen to your emotions

Reframe and re-envision

Prepare to say NO

Say NO

Stay firm

Practice
Types of NO

- **Hard NO**: I am afraid I don't have time right now
- **No for Now**: I can't help you that today, but with more notice I may be able to help you in the future
- **No and Switch**: I am afraid I can't do X, but I can Y
- **Need More Time**: Thanks, I will need some time to think about it
Saying NO

✗ Keep it simple
✗ Be positive and respectful
✗ Remain firm
✗ Listen respectfully and ask clarifying questions
✗ Keep emotions in check
✗ Accept no’s from others graciously
Practice Makes a Perfect NO

Keep practicing. It takes courage, vision, empathy, patience, and persistence.
<table>
<thead>
<tr>
<th>What do you want/need to say <strong>no</strong> to?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why do <strong>YOU</strong> say yes when you want to say <strong>NO</strong>?</td>
</tr>
<tr>
<td><strong>What</strong> are you saying <strong>YES</strong> to?</td>
</tr>
<tr>
<td>Give yourself permission to say <strong>NO</strong>!</td>
</tr>
<tr>
<td><strong>Who</strong> do you need to say <strong>NO</strong> to?</td>
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<th><strong>What</strong> boundaries do you need to set and protect?</th>
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<tr>
<td><strong>How</strong> will saying no benefit the relationship?</td>
</tr>
<tr>
<td><strong>What type of NO</strong> will you use?</td>
</tr>
</tbody>
</table>
Decision to take on a new project

Do you have enough time to do this?

Yes

No you don’t

No

Don’t do it

Any questions?

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Credits

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

✗ Presentation template by SlidesCarnival

✗ Photographs by:
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