

Learning How To Say No

Six Essential Tips

Personal Development Tips, Tricks and Strategies

You Want To Be Helpful At Work...

- People ask you for help all the time
- **Your boss knows you'll get the work done**
- Colleagues know you're knowledgeable
- **But, you end up with too much work...**

1 - Learn To Say No

- There's the **right way** to say no
- **Let people know you have other tasks**
- Get to their tasks...
- **After you complete yours**

2 - Help People Out, But...

- Avoid doing their jobs for them
- **If someone simply doesn't feel like doing a job**
- Stand firm...
- **Tell them this is unacceptable**

3 - Why Can't Others Do The Work?

- Has someone else given them more tasks?
- **If so, show them how to say NO**
- If they are slackers you should **confront them**
- **They will lose control...**
- And it will send a message to others

4 - Saying NO To Your Boss

- Let them know that your **plate is full**
- **Try to compromise**
- Prioritize the extra tasks
- **Are other team members available...**
- To **take on these** extra duties?

5 - Never Get Angry...

- If others approach you with more work
- **Find out *why* they're asking you**
- Perhaps they don't know your schedule
- **Consider producing a to-do list for yourself**

6 - Stay Calm

- If you stay calm you **keep control**
- **Otherwise it's difficult for others to compromise**
- But, **be firm with people if needed...**
- **Especially if they are trying to pass work off to you**

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