



13 Ways To Say No When You Can't Just Say No

By Jones Loflin

Innovative Yet Practical Solutions



Having the courage to say “No” is one thing. Knowing how to communicate it with tact and confidence is something else. If you struggle to say the right words, here are XX suggestions to start the conversation.

- ◆ I need to say “No” because _____.
- ◆ Here’s what’s going on in my world. Where do you see that I could drop something to make this work?
- ◆ I’ll have to say “No” to that, but here’s how I *can* support you.
- ◆ I appreciate you asking, but my time is already committed to...
- ◆ I wish I could, but it’s not going to work for me right now.
- ◆ Right now my focus has to be on _____.
- ◆ With my schedule (or commitments) I just couldn’t be reliable, and that bothers me.
- ◆ If I commit to that, I won’t be able to give it my best work, and that drives me crazy.
- ◆ I can’t do that, but I can... (offer alternative)
- ◆ If I say “Yes” to that, I’d have to say “No” to _____, and that’s really important to me.
- ◆ My plate is full right now. Ask me again.....
- ◆ I can’t help now, but I could when...
- ◆ My plate is full right now. Let me see if I can find someone who can help you.

For more information about Jones and his work, visit www.jonesloflin.com or call **800-853-4676** (336-859-9862 international).