# Ep 38: How to Get Good at Saying NO

## First step is to stop saying "yes"

- Stop saying "yes" as a reflex.
  - It sounds flippant, but it isn't easy. Especially if you are a "people-pleaser" or conflict avoider.
  - Train your brain to PAUSE before responding. Give yourself a minute to internalize the ask and think about what the YES will mean in terms of commitment.
  - To help, set clear priorities and criteria that justify a YES so you can use this as a filter for saying "no".
- Practicing saying "no".
  - We really mean you should practice. Do it in front of the mirror, visualize it, prepare and rehearse for upcoming encounters where you will want to say "no".
  - It is helpful if you visualize in terms of your "frequent offenders" list. That's where you will want to start.
  - For those who fear the repercussions, think about the worst-case-scenario and really internalize if it is likely or are you making a mountain out of a mole hill.
- Be clear and hold firm.
  - $\circ$   $\,$  Say "no" and then stop talking. Give the "no" time to land.
  - Resist the urge to qualify it or justify it. They will just use this against you to try and convince you to say "yes".
  - o Don't let them turn your "no" into a "maybe" by pressuring or guilting you.

#### o Say "yes" when you want to.

• The great thing about saying "no" is it opens up space to say "yes" to things that really matter and give you fulfillment.

- $\circ$   $\,$  Use the principles and criteria to filter as we discussed above.
- Don't sacrifice yourself for others. It will eventually erode the relationship as resentment grows.

### Areas to address immediately are:

1.\_\_\_\_\_

2.\_\_\_\_\_

3.

#### Action Plan:

Action	Timing	Progress	Complete



#### www.forthright-people.com

april@forthright-people.com anne@forthright-people.com