

Just Don't Do It

Finally, a session on how to say NO at work

Christine Kreger & Kieran Hixon
Colorado State Library

Objectives:

An understanding of why it is hard to say no.

Recognition that saying no and setting boundaries is healthy and crucial for maintaining productive relationships

Practical strategies and scripts for saying no respectfully

Reflection

Think about something you need/want to say no to at work (future, now, or past)

Reflection

Why do YOU say yes when you want to say no?

How to Say NO

1. Assess the ask
2. Listen to your emotions
3. Reframe and re-envision
4. Prepare to say no
5. Saying no
6. Stay firm
7. Practice

The pace you set is
the pace they will
expect.

--Anonymous- Twitter

Types of NO

1. Hard NO
2. No for now
3. No and switch
4. Need more time

A key to happily sharing one's energy with others is ensuring that those same energy reserves are properly, adequately, and regularly restored.

--Katrina Spencer

Resources for Saying NO

The End of Burnout - Jonathan Malesic

F*ck No!: How to stop saying yes when you can't, you shouldn't, or you just don't want to - Sarah Knight

Learning to Say No When You Usually Say Yes - Maritza B. Manresa

The Power of a Positive No - William Ury

Set Boundaries, Find Peace by Nedra Glover Tawwab

How to Care Less About Work

<https://www.theatlantic.com/ideas/archive/2021/12/how-care-less-about-work/620902/>

When to say yes (or no)

<https://meredith.wolfwater.com/wordpress/2022/03/14/when-to-say-yes-or-no/>

More NO Scripts

- X I don't have time.
- X That's above my pay grade.
- X I don't need to look that over. I trust you.
- X I'm on vacation.
- X I'm not comfortable with that.
- X Unfortunately, that is not going to be possible.

To take seriously each other's vulnerability and fragility and precarity, and to support it, honor it, and empower it. A radical kinship, an interdependent sociality, a politics of care.

--Johanna Hedva

- X I am sorry, I have too much going on this week.
- X I am sorry I am not available.
- X I can't help you this time.
- X I don't think I am the person to advise you on that.
- X The decision is really up to you.
- X I won't be able to take on additional projects.
- X I cannot work past 5.
- X I don't check email on vacation.
- X I don't talk about personal subjects at work.
- X No thank you.
- X I have another commitment.
- X I prefer to decline rather than do a poor job
- X If you want to chat, let's have lunch together. That way I can focus on our conversation.
- X For my mental health, I cannot commit to doing this extra thing because I'm already spread thin.
- X I can't tell you what to do here because I don't really understand all of the factors at play.
- X I don't think it is right for me to continue taking on more responsibilities without being compensated for the, I hope you understand.
- X I'm afraid I won't be able to finish all of my own work in time if I take on any more of [colleague]'s work.
- X I'd hate to disappoint you by doing it poorly. I think you should find someone better qualified.
- X I'd like to be a team player, but this does not feel like what I signed up for.

Before we teach others to respect our boundaries, we must learn to honor them ourselves.

--Nedra Glover Tawwab