

# Saying “No.”

“ “**No**” is a complete sentence.”-Anne Lamont.

Here are a few more ways to say, “No”.

- No thanks.
- I’m too busy right now.
- I’m not interested.
- I can’t take that on right now.
- I wish I could, but I can’t.
- That doesn’t fit into my schedule right now.
- Thanks for thinking of me but I can’t.
- I’d rather not do that.
- That’s not going to work for me.
- I can’t do that.
- That’s not really a good fit for me.

## EXTRA TIPS

1. Don’t say “Maybe” if you want to say “No”. You’ll spend time trying to convince yourself why you *should*.
2. Try to avoid giving a list of reasons. Others may view your reasoning as an invitation for them to talk you into it.  
ie: “Why don’t you just.....” or “You can do that anytime” or “If you do it like this then you can help me too”
3. When you are put on the spot and unsure of what to say, reply, “Let me think about that and I’ll get back to you.”