

Stay Organized

Saying No For The Right Reasons

- Never allow yourself to feel pressured to say yes when the task is beyond your competency.
- Don't just say "no" because you can. Ask for a day or so to think it over before giving your answer.
- Make sure you are not turning down an opportunity that could stretch your skill set simply because you are afraid of the challenge.
- Don't allow yourself to say "no" because you are afraid of failure. If you have been presented with an opportunity that will help you to face your fear, consider using this time to conquer that fear. Be honest about why you want to say "no" and strongly reconsider.
- Devote your full attention to what you are being asked to do. Are you clear about what the request entails?
- Ask specific questions about what your role would be. You may have misunderstood that the project requires a lot less of a time commitment than you initially anticipated.