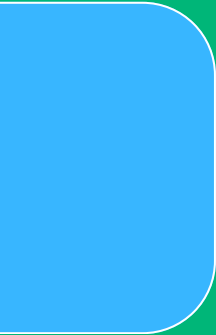


HOW TO POLITELY SAY NO



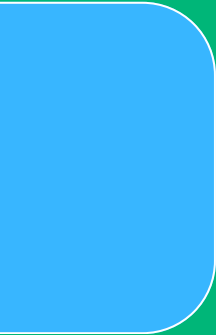
APPRECIATE THEN DECLINE



"Thank you for thinking of me for this, but I'm unable to commit at this time due to other priorities."



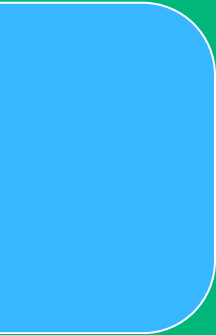
OFFER AN ALTERNATIVE



"I can't take this on right now, but I'd be happy to revisit it next week or suggest someone else who might assist."



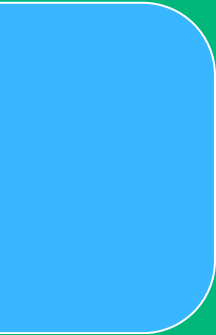
FOCUS ON BOUNDARIES



"I appreciate the opportunity, but I need to focus on my current workload to ensure I meet those deadlines first."



REGRET BUT FIRMLY



"I'm truly sorry, but I will have to say no to this as my schedule won't allow me to deliver the quality and attention it deserves."



ACKNOWLEDGE & DEFER

"This sounds like a valuable initiative; however, I can't contribute at the moment. Let me know how else I might support in the future."



ENJOY THIS?



Like

Share