

The "Saying No" Script Guide

Your Guide to Declining Requests Without Guilt

1. The Quick & Direct Approach

Use this when you need a clear, firm response.

- "Thank you for thinking of me, but I'm not able to take that on right now."
- "That doesn't work for me."
- "I appreciate the invitation, but I won't be able to make it."

2. The "Buffer" Approach

Use this to soften the "no" with a little extra context.

- "I would love to help, but I'm completely booked up at the moment."
- "My schedule is full right now, but thank you for asking."
- "I'm focusing on a few priorities at the moment, so I'll have to pass on this."

3. The "Suggest a Solution" Approach

Use this when you want to be helpful, but you can't be the one to help.

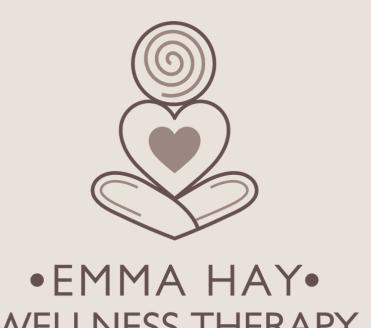
- "I'm not the best person for this, but have you tried asking [Name]? They might be able to help."
- "I can't do that, but I can point you toward a resource that might be useful..."
- "I'm not able to commit to that, but I hope you find what you're looking for."

Key Strategies for Guilt-Free "No's"

- **Be Honest (but not Overly Explanatory):** You don't need to give a long list of excuses. A simple, honest reason (e.g., "I don't have the bandwidth") is more than enough.
- **Don't Apologize:** Apologizing ("I'm so sorry, but...") can weaken your boundary. Be kind, but firm.
- **Buy Yourself Time:** If you're not sure, you can say, "Let me check my calendar and get back to you." This gives you space to think without feeling pressured to say "yes."
- **Practice, Practice, Practice:** Saying "no" can feel unnatural at first. Start with small, low-stakes requests and work your way up.

"Healthy boundaries are an act of kindness—to you and to others."
Nedra Glover Tawwab

Your wellness is a priority, not a luxury.



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"Daring to set boundaries is about having the courage to love ourselves, even when we risk disappointing others."

Brené Brown