

# HOW TO SAY NO POLITELY

C



## CONSIDER

Take a beat before you respond to a request to show you've given it some thought.

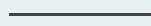
A



## APPRECIATE

Begin with appreciation for the request or person. "Thank you for the invite."

R



## RESPONSE

Give your response and possibly a reason and timeline. "I can't make it this time, rain check?"

E



## EMPATHIZE

It's not just about the answer but also how we say it and then listen, "I see you're in a tough spot."

## TEN WAYS TO SAY NO

- 1 NO.
- 2 I can't make it.
- 3 I'm not available.
- 4 Not at this time.
- 5 I'm not the best person to...
- 6 I have a full plate right now.
- 7 I'll have to pass.
- 8 I'd rather not, thanks.
- 9 I'm not comfortable...
- 10 It isn't a good fit for me.