

SCRIPTS FOR SAYING NO

Use these scripts to help you say no. And change the wording to fit how you would normally speak.

Delay Responding

- Let me think about it and I'll get back to you.
- I need to take a moment to think about what I need before I can make this commitment.
- My schedule's really packed. Can I get back to you?
- I need to make sure I can give it the time it deserves. Let me get back to you by tomorrow.

*Please note: Get back to them via email, text, etc. and use any of the following scripts but please get back to them. This helps you practice actually setting the boundary in real time..

Politely Decline

- Thank you for thinking about me but I can't commit right now.
- I really appreciate the invitation, but I've got too much on my plate.
- Thanks for asking, but I just don't have the time.
- That sounds like a great opportunity, but I'm going to pass.

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State a Boundary

- I'm focused on my priorities right now so I have to decline.
- That doesn't work for me.
- I need to honor my time and energy, so I have to skip it this time.
- I'm limiting how much I take on and at this moment, it doesn't fit for me.

Redirect Them

- I'm not the best person to help with this, but you may want to ask [Name].
- I think you'll find your answers if you check this [resource/website].
- That's outside of my scope of duties but I believe [Name] knows more.
- Unfortunately, I can't assist but you could try reaching out to [another contact].