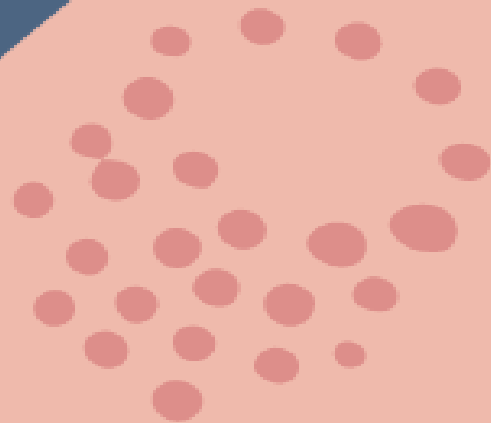


SAYING NO

Tips Report



Marlene Wagner

HOW TO SAY NO

TIPS REPORT

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*This report includes powerful tips related to **saying no**.*

*It also includes three actionable steps you can take **right away** and a list of suggested reading for those looking for even **more information**.*

TOP TIPS

You want to be **accommodative towards people**. You want to help out as best you can.

However, too many people are more than willing **to let you help out and will request more from you** if you let them.

When this happens, you need to **learn how to say no**.

1. If you have too much on your plate, you need to let people know this.

Otherwise, people will continue to ask for more.

To be fair, one person may not know that several others have requested doing something for them.

That is why you are responsible for letting others know.

2. Ask people for reasons why they are requesting you to do things for them.

If they have a valid reason, you can consider doing it.

But, if they are just trying to pass off their work, you will know from their response, and it will be **easier for you to say no**.

3. Don't beat around the bush when people ask for something.

They will perceive you as being weak, and **they will take advantage of that weakness.**

Once they discover that, they will continue coming back for more requests.

4. You don't want to cop an attitude when saying no.

You want to politely state that **it is not the right time for you.**

If the requester gets agitated because you said no, stay polite but firm. **You are in control of your time, and you must let them know that.**

5. Some people refrain from saying no because it puts them in a martyr role.

They take on so much work to get others to feel sorry for them.

Don't fall into this trap. **It is a thinly-veiled excuse, and you should not participate in this behavior.**

It will backfire on you after a while.

6. Saying no to your manager is challenging. You need to be delicate but firm.

A good way to handle this is to remind them of what you have on your plate already.

Ask to have them prioritize your tasks. Unfortunately, you will have to do what your manager says.

If the requests become too unreasonable after a while, it may be time to look for new work.

7. When you get better at saying no, make sure you don't abuse it.

It would help if you manage your time wisely, **but you don't want to come off as a slacker** who won't take any requests.

It's easy to get caught up in saying no and refuse every request. **It is not in your best interest to do this.**

ACTIONABLE STEPS

1	2	3
<p>Take a course on how to be more assertive. There are numerous blogs and articles available for free.</p> <p>Another option is to find videos on YouTube. If cost is not an issue, you may consider a private coach or group coaching.</p> <p>Research Facebook groups formed by authors and coaches and free to join.</p> <p>Check Amazon, where you'll find excellent books on Assertiveness.</p>	<p>You won't run out of opportunities to say no as people are always trying to find ways to get you to do things for them.</p> <p>Therefore, the next person who asks for something simply say no, you can't.</p> <p>Even if you have the time, you want to get the practice saying it. Do this once per month.</p> <p>People will start to respect that you aren't the person to dump all their work on you.</p>	<p>Sign up for a boot camp exercise class and make it to the classes at least three days per week.</p> <p>You will learn confidence from these classes.</p> <p>Besides, you will start to look more confident and feel stronger, making others think twice about asking you to do things for them.</p> <p>Check Further Reading confidence-building material at the end of the Tips Report.</p>

FURTHER READING

1. Free Chapter Building Self-Confidence

<https://park-avenue-unlimited.ck.page/61bf8da788>

2. How to Look, Act, And Project Self Confidence

<https://wp.me/p7UeWp-ie>

3. Boost Your Confidence

<https://wp.me/p7UeWp-ij>

4. A Guide to Develop Your Self-Confidence

<https://wp.me/p7UeWp-im>

5. Building Self Confidence

<https://wp.me/p7UeWp-ip>

6. Free Ebook Top TIPS Projecting Confidence

<https://park-avenue-unlimited.ck.page/b382027496>

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