

The Art Of...

# SAYING **NO**



THE WORKBOOK

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# Table of Contents

<b>INTRODUCTION</b>	<b>4</b>
<b>WHAT YOU WANT</b>	<b>5</b>
<b>MOST IMPORTANT GOALS</b>	<b>5</b>
<b>MOST IMPORTANT RELATIONSHIPS</b>	<b>6</b>
<b>MOST IMPORTANT DESIRES</b>	<b>7</b>
<b>REFLECTION</b>	<b>8</b>
<b>THE LAST TIME I SAID “YES” AND REGRETTED IT</b>	<b>8</b>
<b>WHY DID I SAY “YES?”</b>	<b>9</b>
<b>HOW WOULD SAYING NO HAVE HELPED ME</b>	<b>9</b>
<b>WHAT I WILL DO NEXT TIME</b>	<b>10</b>
<b>WHAT ARE YOUR “RULES”</b>	<b>11</b>
<b>I AM NOT AVAILABLE...</b>	<b>11</b>
TIMES I AM NOT AVAILABLE:	11
EVENTS I AM NOT AVAILABLE DURING:	12
<b>I REFUSE TO...</b>	<b>12</b>
<b>PEOPLE WHO DISRESPECT MY TIME</b>	<b>13</b>
<b>CONCLUSION</b>	<b>14</b>

# INTRODUCTION

If there is one thing you should have learned from the accompanying guide to this workbook – it's that **"no"** can be the **most powerful word in your vocabulary.**

**...IF you use it!**

Far too often, we are in situations where we say "yes," but we so dearly want to say "no."

Your mind might be screaming **"no,"** you might be tense and cringing on the inside – **but no matter what, "yes" comes out.**

In this workbook, you will be working through specific exercises designed to **turn that regrettable "yes" into a confident, guilt-free "no."**

***Let's get started!***

# WHAT YOU WANT

One of the main reasons we struggle to say “no” is because **we lose sight of what is important.**

It’s easy to say “yes” when you aren’t thinking about yourself. Most often, you **blurt out a regrettable yes because you want to please someone else.**

**It’s time to start thinking about yourself!** If you know what you want and what’s important in your life – you will find it much easier to say “no” when you need to.

This section is all about defining what you want or desire in life.

## Most Important Goals

*Take some time to reflect on **what your most important goals are.** These goals aren’t things you want or would be nice to have (more on that later), instead **focus on things you are already actively working towards.***

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Most Important Relationships

*It's quite likely that you have a number of relationships in your life. **Some are very important, and some ...not so much.***

***For this section, focus on the relationships that are most important in your life. The people you would go above & beyond for.***

***Don't limit it to just loved ones, though. You might have a boss, doctor, mentor, etc., that is also important to you.***

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

## Most Important Desires

*Desires differ from goals because you aren't actively working on them yet. There is some natural overlap, but for this exercise, focus on things you desperately want.*

*Don't censor yourself; write down everything you can think of.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

Now that you have finished these exercises, **you should know what is important to you.**

You have stated your goals, significant relationships, and desires.  
Keep these things in mind.

**When someone asks you for something that directly conflicts with or damages anything listed above, consider telling them "no!"**

# REFLECTION

Another critical step to overcoming your people-pleasing ways is to **spend some time reflecting on the past.**

Reflection allows you to **look back and consider the harm or regret that saying “yes” has caused you in the past.**

It will help you stay firm and resolute when you need to say **“no”** in the future.

## The Last Time I Said “Yes” And Regretted It

*When was the last time you said “yes” **and truly regretted it?** You probably don’t have to think too hard about this one.*

*It might have been as simple as saying “yes” to an invitation you weren’t feeling, **or it might have been something more serious.***

*Regardless of what it was, take some time to write about it now.*

**The Last time I said “yes” and regretted it was:**

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## Why did I Say “Yes?”

Thinking about the above recollection, **why do you think you said “yes”?** Was it to make someone happy?

**Did you feel pressured?** Think of as many reasons as possible and list them.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

## How Would Saying No Have Helped Me

Now think about the **ways that saying no would have helped you.** Would it have saved you time?

**Would it have set a boundary/expectation?** Would you have been happier?

Think of as many benefits as possible and list them.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



# WHAT ARE YOUR “RULES”

Like people always say, “rules are fun!”

...ok, maybe no one says that. **However, in this case, they are not only fun, but they are also freeing!**

In this exercise, you are going to make some rules. Rules that will free up your time and **help you focus on what’s important.**

These rules will help you recognize when to say “no.”

## I Am Not Available...

*It’s a simple rule. **When are you not available?** These are the times (after 9 pm on a weekday) or events (during my evening family time).*

*If someone wants you to do something during these times, they get a no!*

### *Times I am Not Available:*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

*Events I am Not Available During:*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**I Refuse To...**

*What are some tasks, **activities, or duties that you refuse to do, period.** It might be a **particular activity** (i.e., I don't do windows!), or it could be **something you believe in** (I can't attend events that support...).*

*If someone is asking you to do these, **you can let them know that you refuse.***

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

## People Who Disrespect My Time

Think about your current life. **Do you have any people that habitually disrespect your time?**

**Any friends that constantly get you to do things you don't enjoy?** Any coworkers that ask too much of you?

Any bosses that **won't respect your boundaries?** List them here, and the next time they ask something frivolous of you – **try a no!**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

# CONCLUSION

Now that you have worked your way through this series, **you are well on your way to being able to give a guilt-free “no.”**

In the first section, you figured out **who and what is important in your life.**

**If saying “yes” takes time, resources, or energy away from these things,** then you need to consider saying no.

In the second section, you reflected on **how saying “yes” has hurt you in the past.**

Try to keep this in your mind. **It’s much easier to say “no” when you remember what you might lose by saying “yes.”**

In the last section, **you set some rules and boundaries.**

You figured out times you weren’t available, as well as activities you refused to do. **Lastly, you figured out the people you need to set better boundaries with.**

Armed with this information, **you are now ready to begin turning each regretful “yes” into a guilt-free confident “no.”**

Best of luck!