

# SETTING BOUNDARIES AND SAYING "NO" GRACEFULLY



1 HOUR VIRTUAL TRAINING

## WHAT'S IT ABOUT?

Many of us build career success by saying yes. We love to help others. We win when we can be a good teammate and grab an action item. We relish the chance to show that we're up for the challenge.

Yet, sometimes those "yesses" add up to more than the capacity of one human. They can have a compounding effect.

It creeps up on you. Then, wham! You're overwhelmed, and you don't know how you can crawl out of all of these commitments.

You know you need to set boundaries, but how do you establish them without sounding lazy or disappointing everyone around you?

In this session, you'll get six scripts for saying "no" in a way that helps both parties walk away feeling good about the situation.

## YOU PROBABLY HAVE A LONG TO-DO LIST.

## IS IT TIME FOR YOU TO ALSO START YOUR TO-DON'T LIST?

## YOU'LL EXPLORE:

Each person has a different path to overwhelm. Yours may be people pleasing. It may be fear of repercussions for saying no. Or it may simply be that your habit of saying yes has built itself into a mountain of tasks.

In this training, you'll take a look at your actual commitments – work, home, and life. You'll do activities spot your tendencies so that you know where you say yes too easily (or without realizing what you're signing up for).

You'll even walk away with scripting examples so that you can talk to friends, colleagues, managers, or family members without feeling so awkward. This session will help you build an "assess the yes" habit so that you don't put yourself in constant overwhelm.

- 1 The "Slow No"**
- 2 The "Love It" No**
- 3 The "Yes-And" No**
- 4 The "I'd Love To" No**
- 5 The "Someone Else" No**
- 6 The "Just No" No**