FUTURETHINK

Say No To Unnecessary Work

STOP WASTING TIME. GET IT BACK FOR WHAT MATTERS.

Good news: there are many ways to say 'No.' Unless you're being asked to do something that's mandated, you're not obligated to justify using your time for other, more impactful work.

Use these phrases to say 'No' in a direct and polite way.

1. I can't, I don't have any more room in my calendar.
2. I can't, but let me see if I can recommend someone else.
3. I can't, I have another commitment.
4. I can't, I have no experience with that.
5. I can't, I need to focus my attention on (Project X) right now.
6. I can't, I'm already in the middle of several projects.
7. I can't, I'm not taking on any new responsibilities right now.
8. I can't, I would rather decline than do a mediocre job.
9. I can't, I would rather help with a different task.
10. I can't, some things have come up that need my attention.
11. I can't, that's not really my strong suit/not my areas of expertise.
12. No.
13. Regrettably, I'm not able to.
14. It's that time of the year when I must say 'No.'
15. You're so kind to think of me, but I can't.
16. Sounds great, but I can't commit.
17. I'm slammed right now, so I have to take a rain check.
18. I'll need to bow out.
19. I'm not taking on new things.
20. I won't be able to help.
21. If only I had a clone!
22. I'm not able to set aside the time needed.
23. I won't be able to dedicate the time to it.
24. I'm head-down right now on a project, so I won't be able to.
25. I wish there were two of me!
26. I'm honored, but can't.
27. I've got too much on my plate right now.
28. I'm not taking on anything else right now.
29. My bandwidth is low, so I won't be able to make it work.
30. I wish I could make it work.
31. Not possible right now.
32. I wish I were able to.
33. I'd love to, but can't.
34. Unfortunately, it's not a good time.
35. I'm flattered you considered me, but unfortunately, I'll have to pass this time.
36. I can't make it work.
37. It just won't fit right now.
38. I promised X that I would focus on Y, so I'm all booked up.
39. I appreciate you're thinking of me, but I can't.
40. I hear your concern, but I am not able to help right now.

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