The Importance of Saying No.

If you work in an office, lots of people will ask for your help. Could you check this report for me? Could you join this meeting? Could you look after these visitors? If you say yes to every request, you will never be able to finish the things you need to do.

How do you say no? First of all, say no politely by saying; I'm really sorry, but I can't or I'd like to, but I'm afraid I can't. It's also polite to give a reason - but make sure you keep your explanation simple: I have another appointment or I have to finish this report. You don't need to give a detailed answer - it's fine to say you have a family commitment without giving further details. However, it's important to be honest.

The other person should accept your refusal by saying; That's OK, I understand. You can ensure that you maintain a good relationship (and that they don't ask again) by closing the conversation with Thanks for understanding and getting back to work.

However, you shouldn't always say no. If you help others when they need your help, they will help you when you need it - so when you are able to help, say yes!

1. How do you say no? (when you don't want to do something, when you don't want to go somewhere, when you don't want to exchange contact information...etc.)
2. How do you feel when someone says no to you?
3. Have you ever said, "No, I never want to go" or "I never want to do that."?
4. How many times should a person ask you something before stopping?