

IT'S **OKAY**
TO SAY NO.

Nice Ways To Say 'No'

Highlight the phrases that you are comfortable saying and practice them. If you have warning that someone is going to ask you to do something you don't want to do, you can go through this list and find a few appropriate phrases.

Remember, don't explain, don't say 'I'll think about it' unless you really mean it and remind yourself that, no matter what anyone says your 'no' will not be the end of the world.

I appreciate you asking, but no thank you.

Thanks for thinking of me, but I have too much on my plate right now.

No thanks!

Not today, thanks.

Not for me, thanks.

I'm afraid I can't.

I'm not really into that, but thanks for asking!

I'd rather not, thanks.

I think I'll pass.

Regrettably, I'm not able to.

I know someone that might be a fit for that. I'll email you their information.

You're so kind to think of me, but I can't.

Maybe another time.

Perhaps next season when things clear up.

I'm going to have to exert my NO muscle on this one.

I'm not the person for you on this one.

Not now.

I'm trying to cut back on extra tasks.

It just doesn't fit into my schedule.

My plate is overflowing right now.

I'm not able to find the time for that right now.

I'm honored but I can't.

If only I could.

I'm not taking on anything new right now.

No thanks, I have another commitment.

I wish I could but I just can't.

My apologies, but I just can't fit it in.

So sorry, but that's just not my thing.

Sorry but my priorities just won't allow it.

The demands would be too much for me right now.

I have too much going on right now.

I am not able to commit to that right now.

Maybe next time.

I'm just overwhelmed at this time.

Unfortunately I can't.

I think I'll pass.

I'll need to bow out.

Maybe another time.

Not possible.

I won't be able to help.

Apologies but I just can't.

Sorry, I can't commit.

Sounds lovely but I just can't fit it in.

Sadly I have something else.

I just don't love it.

I am not the right person for that.

I wish I could but it's just not going to work for me now.

And remember, it's okay to change your mind. Here's a few phrases for that.

I have enjoyed helping with the tasks for this project, but this has become more than I had anticipated and my schedule doesn't allow any more time for this.

Thanks so much for including me in this project but it's time for me to hand it over to someone else.