

20 Ways to Say “NO”

- I am in the middle of several projects
- I am not comfortable with that
- I am not taking on any new responsibilities
- I am not the most qualified person for the job
- I do not enjoy that kind of work
- I do not have any more room in my calendar
- I hate to split my attention among projects
- I have another commitment
- I have no experience with that
- I know you will do a wonderful job yourself
- I need to focus more on my personal life
- I need to focus on my career right now
- I need to leave some free time for myself
- I would rather decline than do a mediocre job
- I would rather help out with another task
- Let me hook you up with someone who can do it
- No
- Not right now, but I can do it later
- Some things have come up that need my attention
- This really is not my strong suit