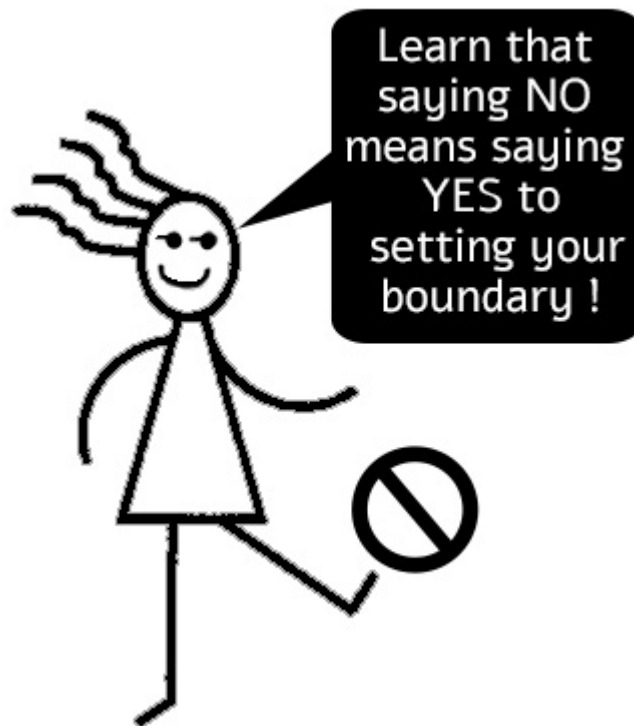


Written & Illustrated by Patty Ann
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What's this Activity About?

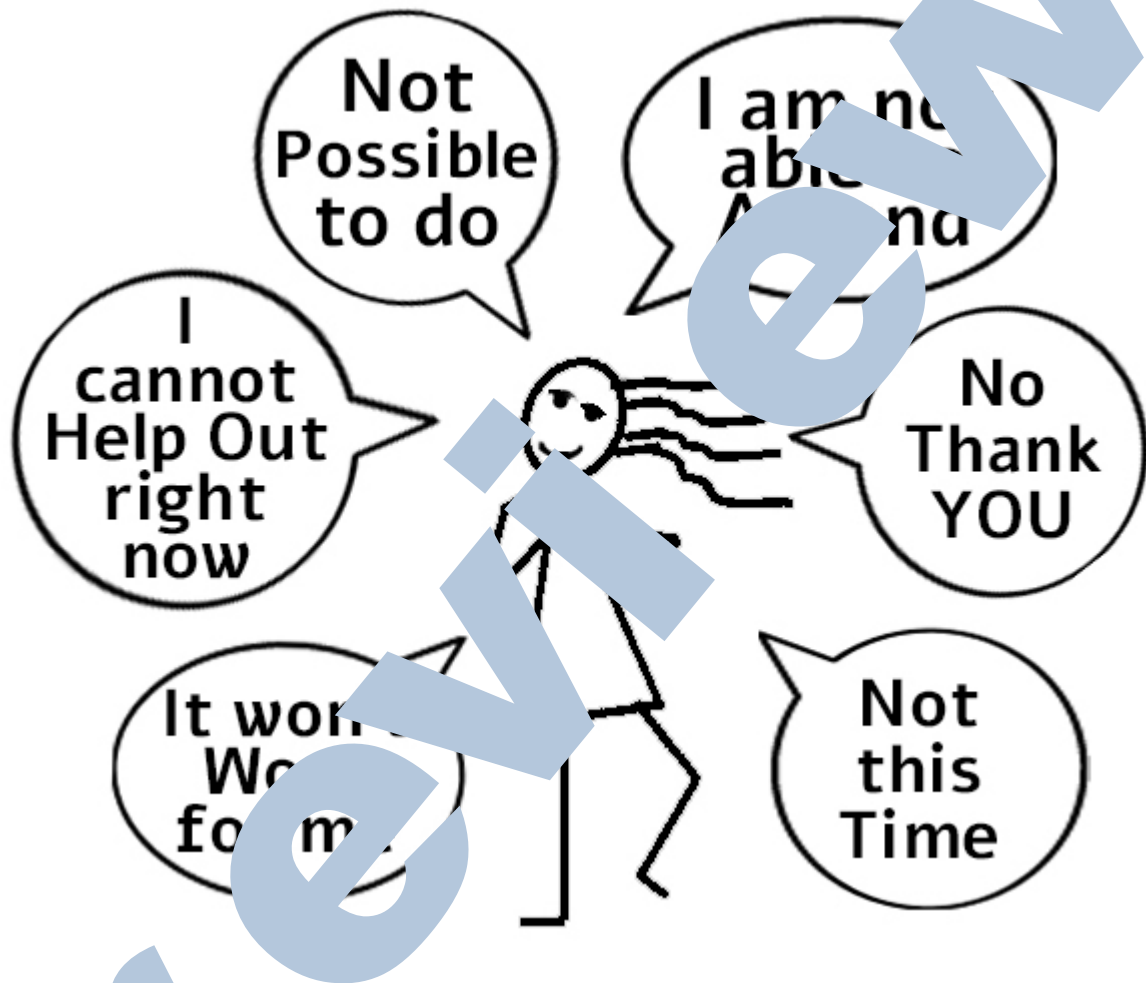


Lesson Objectives

The goals of this activity are to help you...

1. Become mindful of your personal boundaries.
2. Bring awareness to oral communication behaviors.
3. Build your confidence when saying "NO" or "No more".
4. Fine tune your communication when saying "NO" to others.
5. Appreciate and respect others asking, even when you say "NO".
6. Discern situations to set boundaries to honor your comfort zone.
7. Offering many helpful suggestions and ideas for setting your boundaries.

There are Many Ways to Say "NO"



Write down 5 other ways you can say "NO".

1. _____
2. _____
3. _____
4. _____
5. _____

Saying "NO" Through Actions

Actions often speak louder than words. There are many non-verbal ways to communicate "No". Here are some examples.

- ✓ Shaking your head side-to-side says NO.
- ✓ Walking away and not engaging.
- ✓ Holding your hand up to say HALT or Don't Approach.
- ✓ Folding your arms in front of yourself.



5 more behavior gestures that mean "NO".

2. _____
3. _____
4. _____
5. _____

It's Good to Say "NO" When You Are...

- ✓ Overwhelmed
- ✓ Being talked into something you can't- or don't want to do
- ✓ Over committed or overbooked
- ✓ Drowning in other tasks
- ✓ Need to rest & rejuvenate
- ✓ Or, have too much on your mind



Describe reasons to Say "No"

#1

Box for describing reason #1 to say "No".

#2

Box for describing reason #2 to say "No".

#3

Box for describing reason #3 to say "No".

Saying
"NO" is a
CHOICE.

Saying
"NO" is
EMPOWERING!

Saying
"NO"
Is a
GOOD
Thing!

Saying
"NO"
Sets a
Firm
Boundary.

Saying "NO"
is Being
Responsible
to Your
Own
Needs.

Saying
"NO" is
Being
Decisive & Proactive!



Saying "NO" Positively and Politely

The word NO, used by itself, can be perceived negatively. However, it is the intent and body language behind the word NO that counts. Turn your NO reply into a positive communication.

- ~ Saying NO Politely
- ~ With a Smile
- ~ With a Thank You
- ~ Say NO with Your Happy Voice
- ~ With Acknowledgment
- ~ Be Sincere and Appreciative



Let's Look at Happy "NO" Examples!

- My apologies, but I can't make it.
- No thank you, I have a prior appointment.
- No, I can't do that, but something like a lot of fun.
- Thanks for thinking of me, but I cannot attend.
- Sorry! Not now. I am cutting back on meetings.
- I'm honored you thought of me, but I cannot commit.
- I would love to set aside the time. But, thanks for asking.
- I am not the person for this task, but thank you for asking.

Write down 3 of your happy "NO" replies. . .

1. _____
2. _____
3. _____

When “No” Means “NO”

Replying a sincere “NO” should be:

- ✓ Truthful
- ✓ Firm
- ✓ Does not make excuses
- ✓ Not overly apologetic, and
- ✓ Explanations are not required

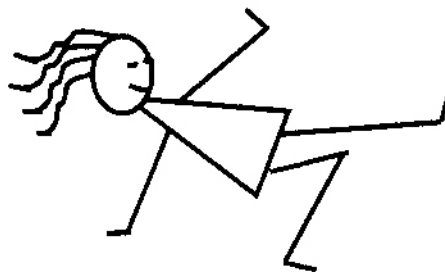
There are some who may keep asking, “Please respect the word “No”, or are always pushing while erroneously believing they are well meaning. In these instances, it is best to reply with few words, without explaining why- or why not. Do not be apologetic, or make excuses. Simply own your “NO” and make it stick.

Short effective “No” phrases to use:

No.
Heck No.
Thank you.
No comment.

Said NO.
No Thanks.
Not Now.
No Means No.
Not Happening.

No Can Do.
Not Possible.
Nope.
No Way.
Never.



Boundary Setting Worksheet

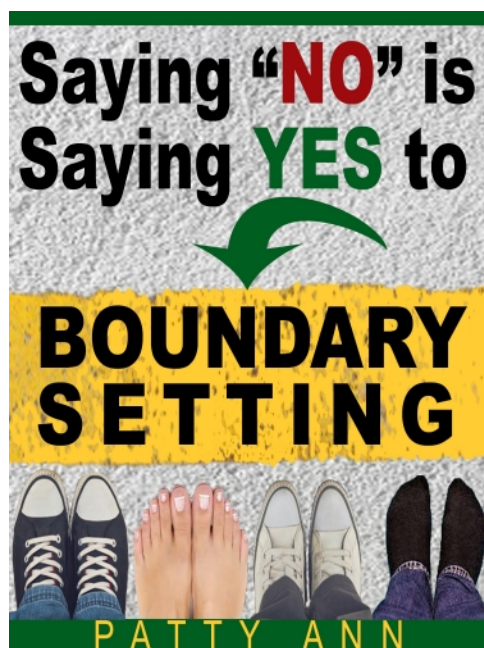
Saying “No” is to set a boundary for yourself, as well as others.
Therefore, when being asked to do something it is important to

- Know your personal limits.
- Recognize your emotional limits.
- Acknowledge your comfort level.
- Pay attention to your gut feelings.
- Honor your beliefs, thoughts, ideas.
- Evaluate and discern the circumstance.

1. What are your physical limits? Describe a situation where you absolutely would know to say “NO”.

2. What are your emotional limits? Describe a situation where you would say “NO” because what was being asked seemed inappropriate.

Thank You for Previewing



Your Comments & Ratings are Appreciated!

Thank YOU for Supporting



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