

JUST SAY NO



Summary: Saying “no” at the workplace is just as important as saying “yes” and can lead to more personal growth and opportunities.

Understanding how and when to say “no” at work can be hard. Some ways of expressing “no” are more effective than others, but it is up to each person to know which works best for them. Your inner voice will let you know when it is time to say “no.”

“No” does not have to be negative. We learn at an early age to view “no” as a negative consequence, but when used for the right reasons, it isn’t always a negative action. Saying “no” when we are asked to take on a new project but our workload is already filled shows maturity and responsibility (and also allows the existing work to get done properly).

Read [Say No to Those Needy Coworkers](#) to learn more about saying “no” at work.

Whenever you consider saying no, take a moment to explore the consequences, possibilities, and opportunities that could result. If you decide it is something you need to say, then say it in a straightforward way so that it is clear you are turning down the offer.

Saying no when the situation is complex takes more thought. Your employer may come to you asking you to move to another city to head up a new project or office. Moving is a big deal, especially when you have a family. Knowing what you want to do and what you like will help you know when to use “no.”

Read [When to Say Yes, When No](#) to learn more.

Time is important when deciding to say “no.” Being rushed into making a big decision without having all the information you need to make an informed decision can lead to saying the wrong thing. There are opportunities to be had even when you end up saying “no.”

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