

o **No.**

o **No!**

o **No, thank you.**

o **No, it won't fit in my schedule.**

o **No, I simply can't say yes.**



- It is just not possible for me to take on one more task (job, responsibility, intern, class, committee, student, title, report, project, etc.).



- No way.
- Not a chance!
- Sorry, I can't.
- The answer is absolutely not.



🕒 I'd like to give you a hand, but I'm on an incredibly tight deadline. If 10 minutes (be exact) of my time would be helpful, come back at 4:45 (end of day or some other specified time) and I'll see if I can help then.

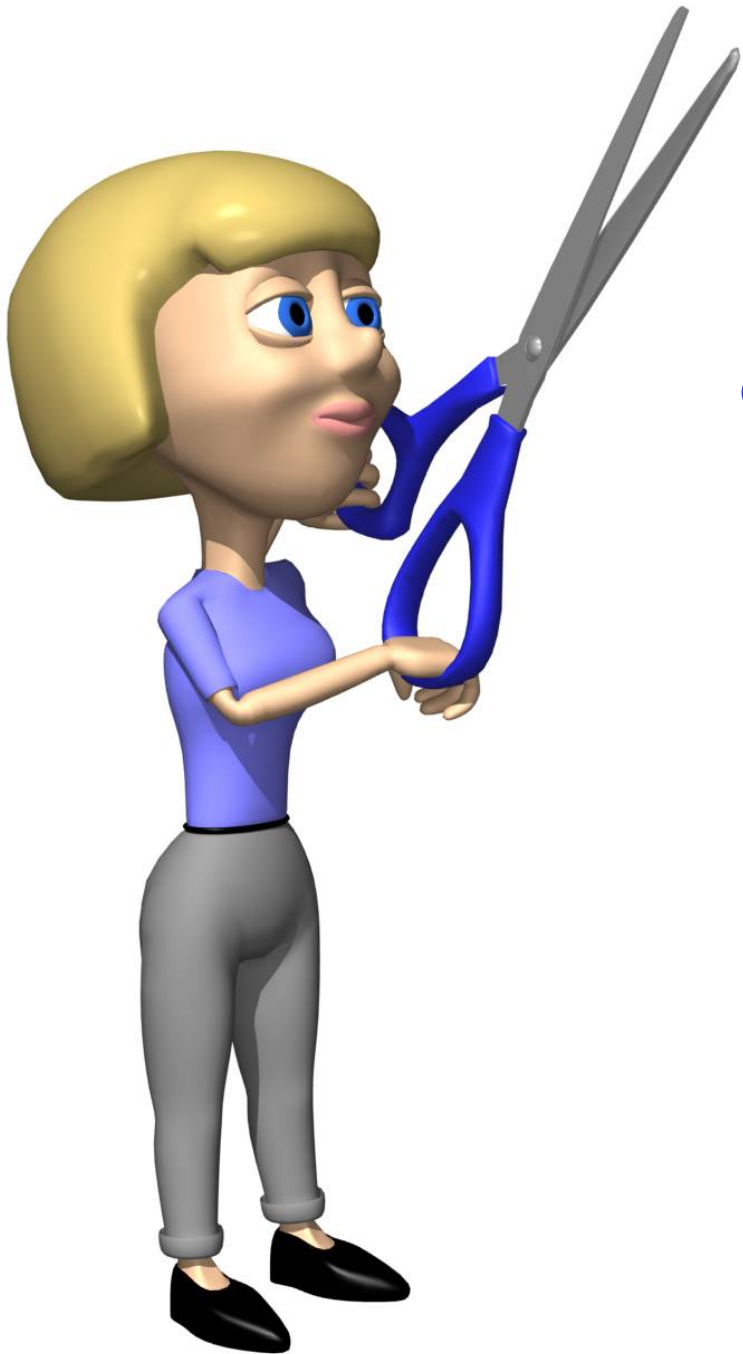


❖ I appreciate
your asking me
and I hope that
you appreciate
that I have to
say no.





- **Sorry, I won't be able to because I already have a commitment at that time.**



- Sure, I can do that. And, which of these other tasks should I not do?

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“Despite what your friends might think, ‘no’ is a good answer. Everyone thinks ‘no’ is a bad answer. ‘Maybe’ is the bad answer. ‘Yes’ is the best answer, the one we all want. But ‘no’ at least ends the conversation.”

Al McGuire



Use these signs as reminders—
and all are downloadable free at
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