

## How to say No

Freeing up time by saying no when appropriate

### Presentation Objectives

- Be able to decide if no or yes is the correct thing to say
- Understand why saying no is so important to your productivity and stress levels.
- Learn how to say no politely and with good reason which will allow you more time to focus on more important tasks.

### Customisation

StressLess Learning works in partnership with clients to customise and refine all presentation content and duration to suit both organisational goals and individual participant requirements.

All presentation outlines are therefore to be used as a guide only.

### Duration

1 hour presentation

### Target Audience

Anyone who has other people competing for their time..

### Presentation theme

Does your boss want you to say no?

When first asked this question many people answer no instantly without thinking through the question. It is worth taking the time to examine the question a little before answering. When the question is understood thoroughly then the answer may be different.

We have all said yes to things and later regretted that impulse to please and avoid potential conflict. Is your plate piled high with deadlines and obligations that you're trying to squeeze in between meetings? Are you trying to cram too many activities into too little time?

If so, stress relief can be as straightforward as just saying no. Learn why it is appropriate and advisable and how to confidently say no.