

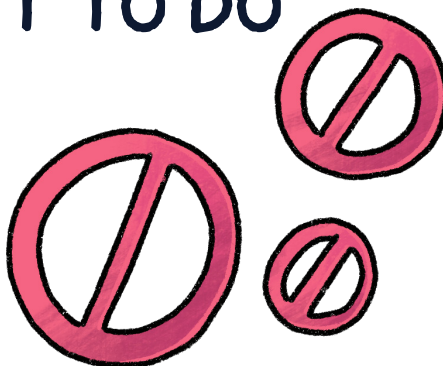
## HOW TO:

# GET OUT OF DOING SHIT YOU DON'T WANT TO DO

## Set those boundaries

Saying "no" to people is hard (and scary!). But telling people "yes" all the time means you're actively taking time away from yourself, stuff you care about, and the things YOU want to do.

**You have a right to say "no" without an excuse. You don't owe anyone an explanation.**



### GENERAL

- |  |  |
|--|--|
| ✗ Maybe, I'll have to get back to you.         | ✓ I don't think I can, but I'll definitely let you know if anything changes! |
| ✗ Sorry, I can't because [unnecessary excuse]. | ✓ I won't be able to right now, but I appreciate you thinking of me!         |

### SOCIAL PLANS

- |  |   |
|--|---|
|  | ✓ That sounds like fun, but I can't this time. Hope you all have a blast, and thanks for thinking of me!  |
| ✗ Sure, I can come to [event I don't actually want to go to].                | ✓ I appreciate you inviting me, but I won't be able to make it. Hope you all have an awesome time!  |
|  | ✓ I'd love to, but I can't join this time. Let me know the next time you go!  |
| ✗ I really don't have it in me to hang out right now, but I'll tough it out. | ✓ I understand you'd like to spend more time together, but I'm exhausted from work and need time to recharge. Could we make plans for this weekend? |

## WORK

✗ That's a REALLY tight turnaround time.

✓ I'd love to help, but it'll likely take me two weeks, not one. How would you like me to prioritize [X], [Y], and [Z]?

✓ Given my workload, I don't have the capacity to take this on right now.

✓ My plate's already pretty full at the moment, would you like me to find someone who could help you out?

✗ I've already got more work than I can handle, but I guess I can just work more overtime.

✓ Is this first priority? If so, I'll have to push back my other projects.

✓ I've got lots of projects with competing deadlines, and I'm getting a little overwhelmed. Are these hard deadlines, or would it be possible to move one back by a couple days? I want to make sure I'm doing my best work.

✗ I'm so sorry, I don't think I can make it to the team meeting this week.

✓ I won't be able to attend the team meeting because I've got something else on my calendar. Could you let me know what I missed after?

## FREELANCE

✗ I really want to work on this, but I don't have the time right now.

✓ I'm definitely interested, but I'm fully booked and not accepting new projects until [month]. Would that work for you?

✗ I'm not that interested, but I feel bad saying no.

✓ I'm honored you thought of me, but I'm not taking on new projects at this time. I'll reach back out if anything changes.

✗ If that's really your budget... I guess I can lower my rates and give you a big discount.

✓ This collaboration sounds like a great match for my skill set, but I'm afraid your budget isn't aligned with what I charge for my services. For that amount, I'd be able to provide [X].