

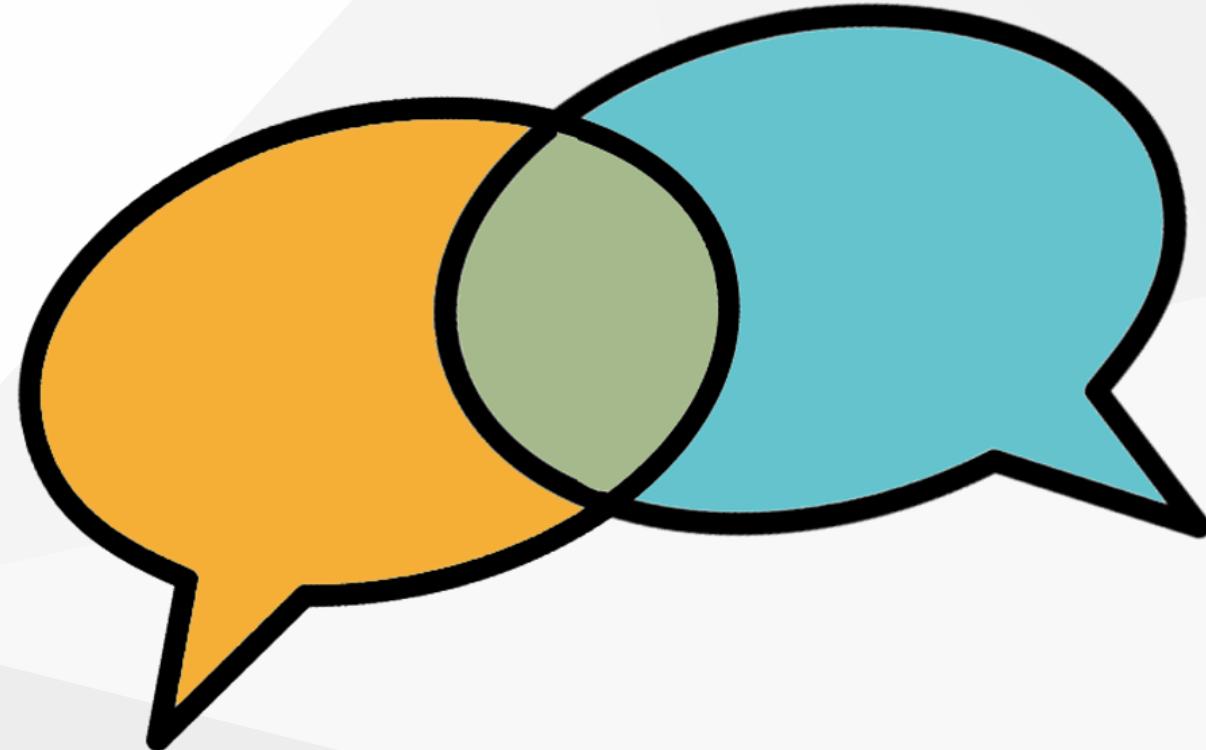
# Saying No is OK!

# ... the next 60 minutes

- The Art of Saying No
- Understanding Your Priorities
- Navigating Work Requests
- Maintaining Professionalism
- Balancing Work and Life
- Q&A

# Presentation Rules

- Always ask questions
- Interrupt me
- This is a two-way conversation, let's learn from each other's experiences





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# The Art of Saying No



# Declining Additional Work

# Prioritize Tasks



# Negotiating Scope



# Setting Boundaries



# Managing Expectations



# Common challenges

# Fear of Negative Consequences



# Overcommitment



# Lack of Assertiveness Skills



# Perceived Job Insecurity



# Desire To Please



# Difficulty in Prioritization



# Common Misconceptions



# Saying No is Unprofessional

# It's a Sign of Incompetence



# It Will Lead to Isolation





# There's No Room for Negotiation

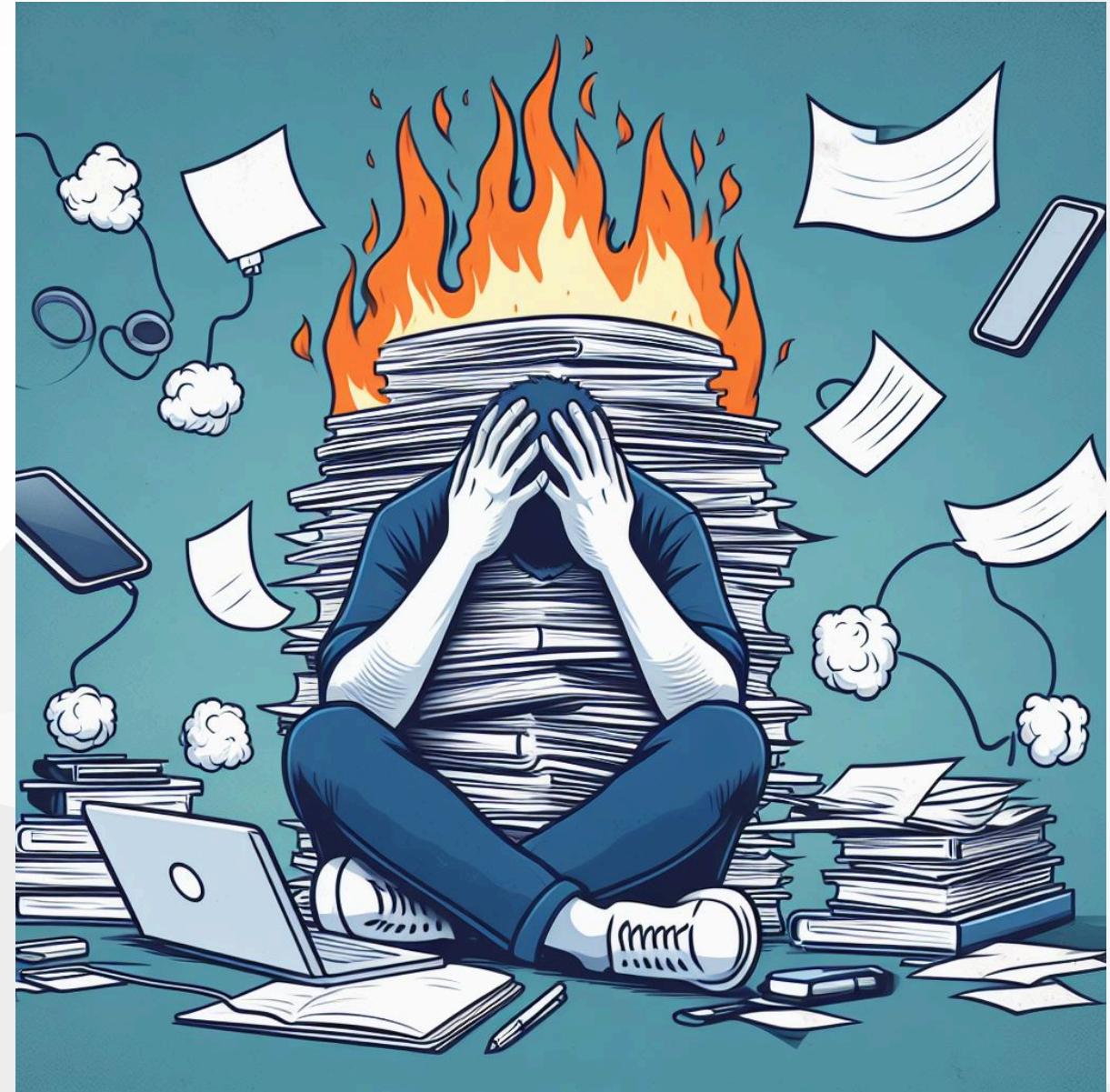


**IT'S A PERMANENT  
DECISION!**

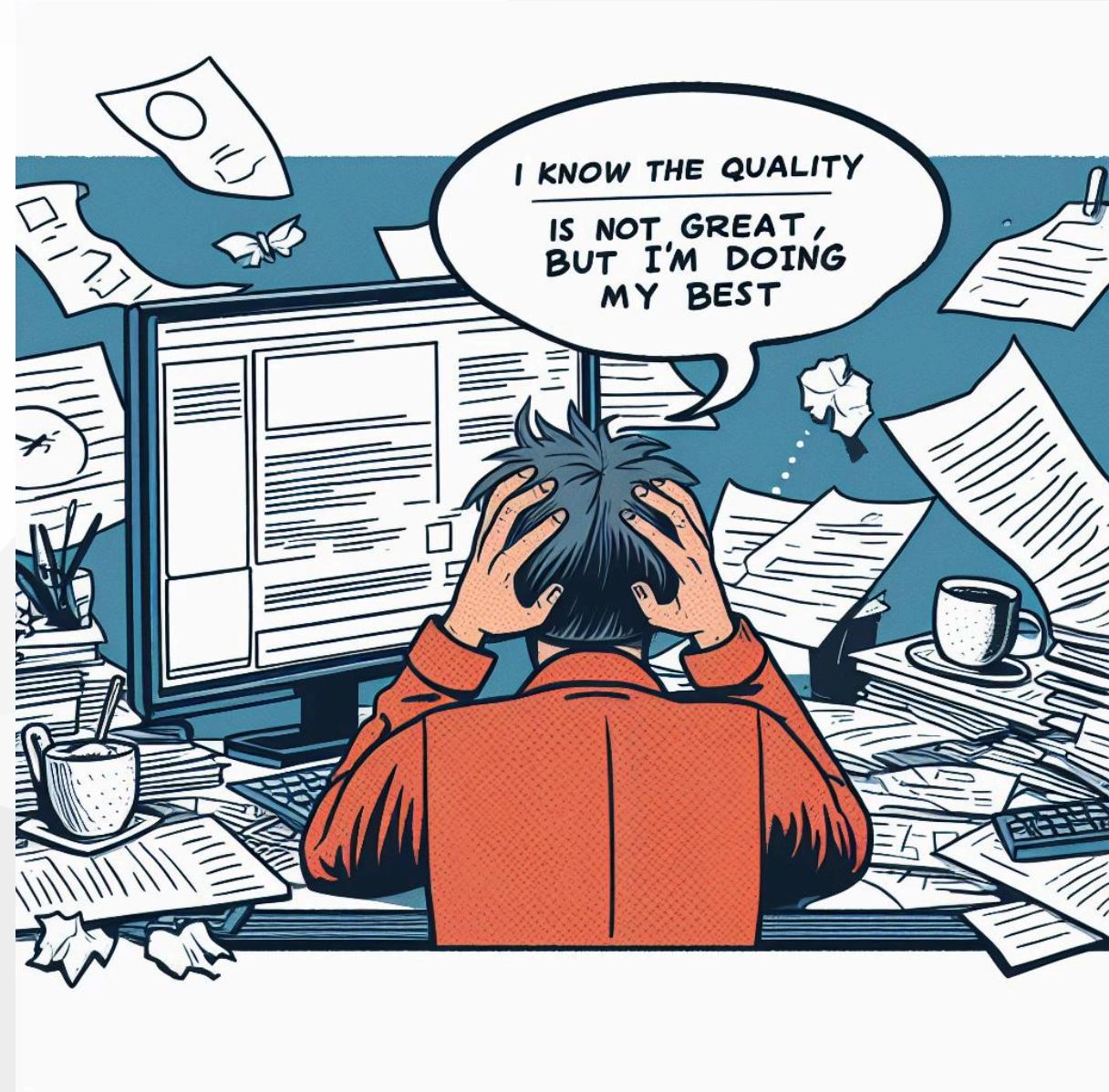
# It's a Permanent Decision

# **Consequences of Always Saying Yes**

# Burnout



# Reduced Quality of Work



# Missed Deadlines



# Increased Stress and Anxiety



# Neglected Personal Life



# Impaired Health



# Lower Job Satisfaction

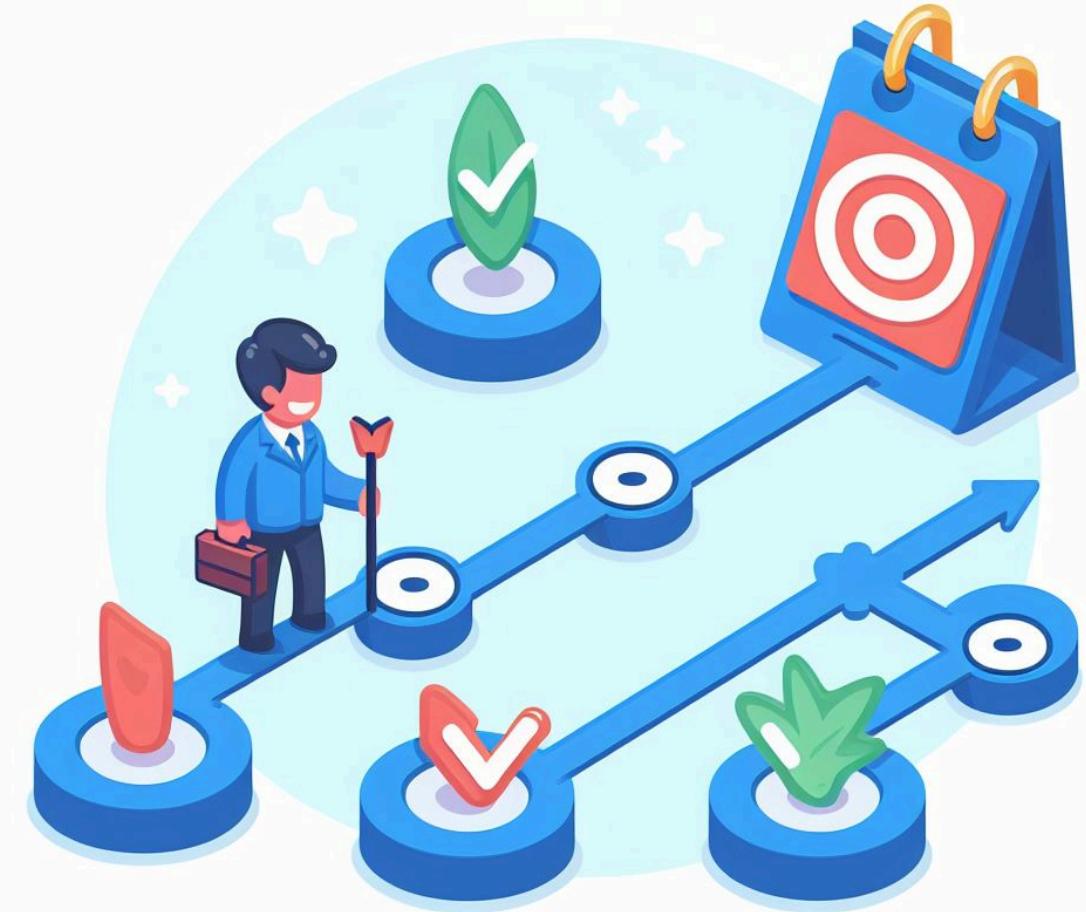


# Reduced Productivity



# **Understanding Your Priorities**

# Alignment with Goals



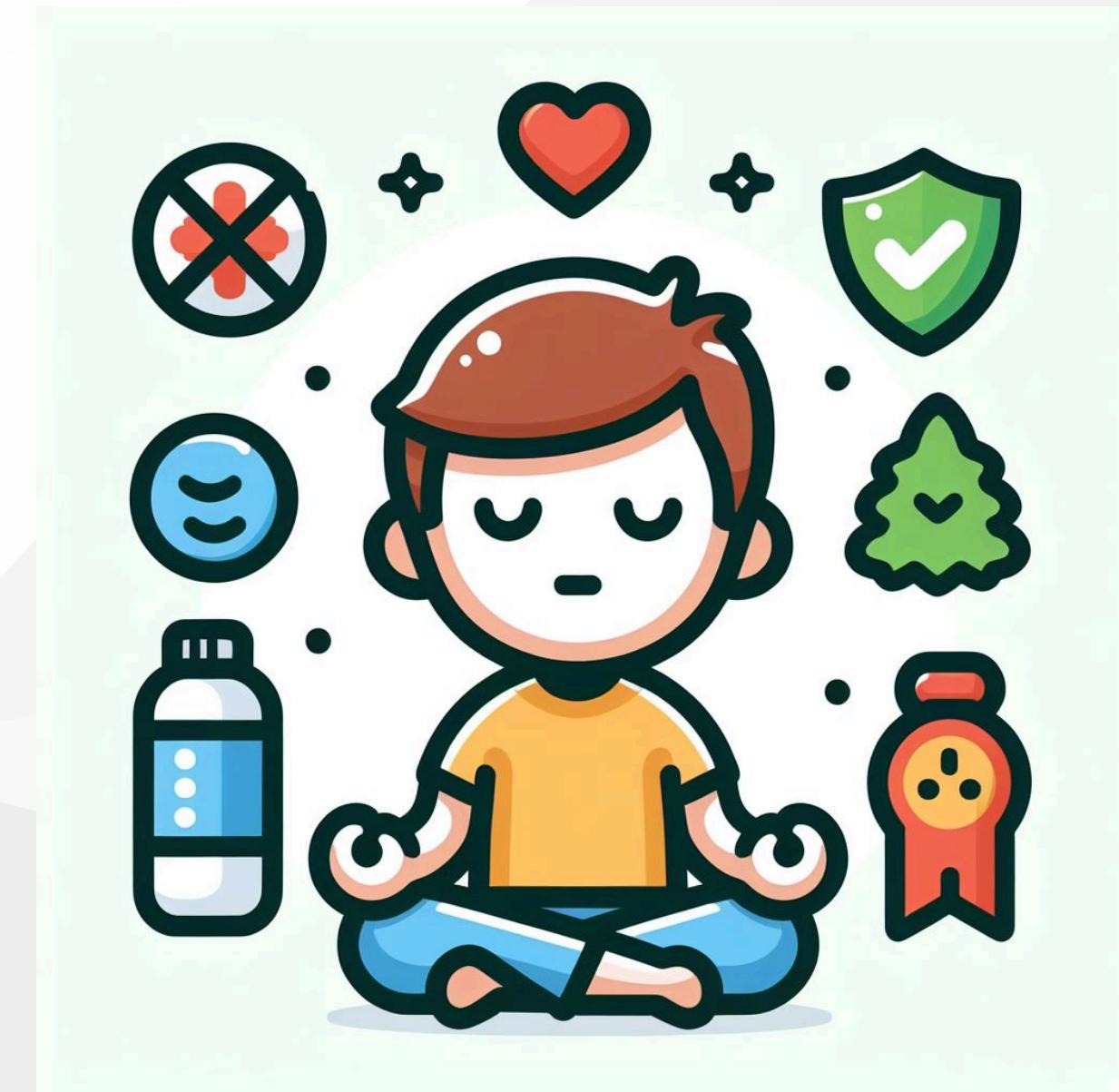
# Efficiency and Effectiveness



# Time Management



# Reduced Stress



# Healthy Work-Life Balance



# Professional Growth



# Increased Job Satisfaction



# Well-Defined Boundaries



# **Navigating Work Requests**

# Strategies

## Acknowledge and Appreciate



# Be Prompt



# Empathize



# Offer an Alternative



# Highlight Your Commitment



# Private Communication



# Seek Support from Management



# Stay Firm but Flexible



# Learn from the Experience



# Stay Positive and Solution-Oriented



# Practical tips

- Choose the Right Time and Place
- Express Gratitude
- Acknowledge the Request
- Be Honest and Clear
- Use "I" Statements
- Listen Actively
- Maintain a Solution-Oriented Approach
- Seek Feedback and Input
- Propose a Clear Plan
- Highlight Mutual Goals
- Follow Up

# Real-life scenarios

# Maintaining Professionalism

# Why?!

- Preserves Professional Relationships
- Minimizes Misunderstandings
- Fosters a Positive Reputation
- Demonstrates Respect
- Encourages Feedback
- Builds Trust
- Manages Expectations
- Encourages Others
- Sustains a Positive Work Culture
- Mitigates Conflicts
- Supports Decision-Making

# Jane's Story



# Marks's Story



# Tips for improving time management 1/3

- Set Clear Goals and Priorities
  - Create a To-Do List
  - Use Time Management Techniques
  - Leverage Technology
  - Minimize Distractions



# Tips for improving time management 2/3

- Batch Similar Tasks
- Set Specific Deadlines
- Delegate When Possible
- Use the Two-Minute Rule
- Time Blocking
- Regular Breaks



# Tips for improving time management 3/3

- Reflect and Adjust
- Continuous Learning
- Seek Feedback
- Take Care of Your Health







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