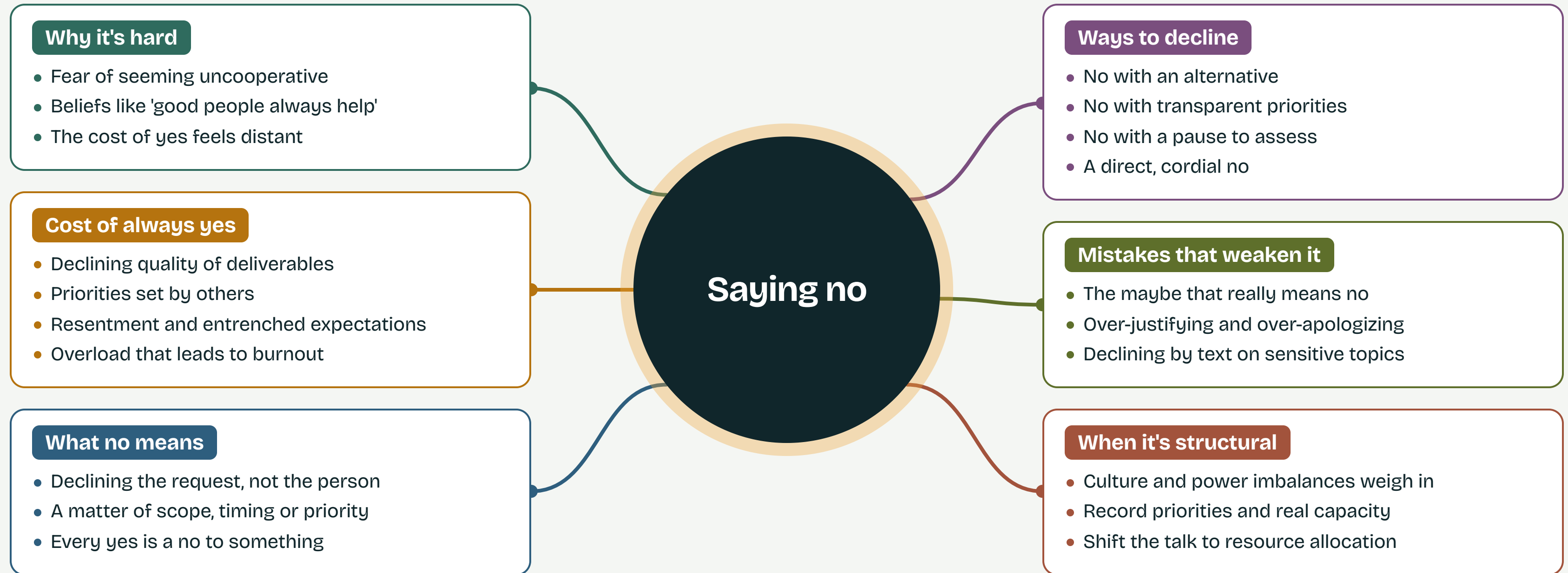


How to say no at work without guilt



Action plan

1

Ask for time to check your week first

2

Show your priorities and ask which should give way

3

Offer an alternative deadline or person

4

Decline directly, with one short reason

5

Put in writing what was left out

Key takeaway

Saying no means choosing what stays out: decline the request, never the person.