5 Ways to Say No Without Guilt

Mona Holt Coaching

1

The “Prioritisation” No

“Thanks for thinking of me. Right now my priority is [X project], which is taking my full focus. If we need this done urgently, I’ll need clarity on what should be deprioritised.”

2

The “Not the Right Person” No

“This isn’t something I handle, but [Name/Team] would be the best person for this. Let me connect you.”

3

The “Not Right Now” No

“I can’t take this on today, but I could look at it on [day/time] if that still works.”

4

The “Values & Standards” No

“I want to make sure I deliver something thorough and high-quality. With the current timing, I wouldn’t be able to meet that standard. If quality is the priority, we may need to adjust the deadline.”

5

The “Clean and Clear” No

“I won’t be able to do that, but thank you for asking.”
or
“I’m not available for that, but I appreciate you thinking of me.”