The benefits of saying "no"

There are many everyday situations in which you simply can't say "no." But there are also times when you can — and perhaps should – say "no." After all, if you say "yes" to every demand or favor, you'll be so busy pleasing others that you may forget to take care of yourself!

Saying "no" takes courage and skill

Here are some times when saying "no" can be a healthy choice:

- **Your calendar is already full.** There's no wiggle room at all. If you take on even one more task, it'll be at the expense of something else you really want or need to do.
- **You're already stressed out.** If you don't say "no," you'll put even more pressure on yourself and others in your life, too.
- **If you say "yes," it's just out of guilt.** If you want to feel angry and resentful much of your life, just keep on saying "yes" when you mean "no.

Tips on how to say "no"

- **Be honest and brief.** Long-winded explanations can sound and feel awkward.
- **Be firm but nice.** You can sweeten up a "no" with something like: "Thank you for asking me but I just don't have time right now."
- **Leave the door open.** Perhaps you're too busy now but would like to help out. Consider offering to pitch in at some other time.

"No" helps you control your life

Learning to say "no" can help you build self-confidence and keep a healthy balance in your every day. You may be surprised to see how much better you feel by taking more control of your life in this simple — but powerful — way.

Resources *for* Living®