

BOUNDARIES

PRACTISING THE POSITIVE NO

The Positive No helps maintain boundaries without burning bridges. It protects your capacity while remaining professional and kind.

STEP 1: PICK A COMMON SITUATION

Where do you struggle most to say no? (e.g. extra work, last-minute favours, social invites)



STEP 2: BUILD YOUR SCRIPT

1

ACKNOWLEDGE (their need)

"I can see why that's important..." / "Thanks for thinking of me..."

2

DECLINE CLEARLY (no over-explaining)

"...but I can't take that on right now." / "...I don't have capacity this week."

3

OFFER ALTERNATIVE (optional)

"...Could I help in a smaller way?" / "...Check with me next month."

YOUR CUSTOM SCRIPT

The Full Script

STEP 3: PRACTICE

- Say it out loud.
- Notice the feeling.

"Every 'no' to something draining is a 'yes' to protecting your own limited focus fuel."

STEP 4: REFLECTION

WHAT PART FELT THE HARDEST?

WHAT PART FELT MOST EMPOWERING?
