

# 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

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## The Full Script

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### 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?

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WHAT PART FELT MOST EMPOWERING?

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