

Managing Time and Workload Series

Simple Tips for a Stress Free Day

Saying, 'No'

Are you the sort of person who always says yes to every request? Have you ever wondered why you are asked to do all of these extra tasks?

What if the reason you are asked is because everyone knows you will say yes!

Remember:

- We say yes because we want to please.
- Sometimes we can't!
- You have a right to say No.
- Be polite but firm.

What do you do when a boss asks you to do a new and urgent task?

- Remind them that you are working on other important projects. Do they really want you to divide your attention?
- Ask them for help in prioritising the order of completion. E.g. 'O.k., yes I might be able to do that, but should time get tight which would you like me to give priority?'
- Point out that you might be able to complete all the things requested but not to your usual high standard.

