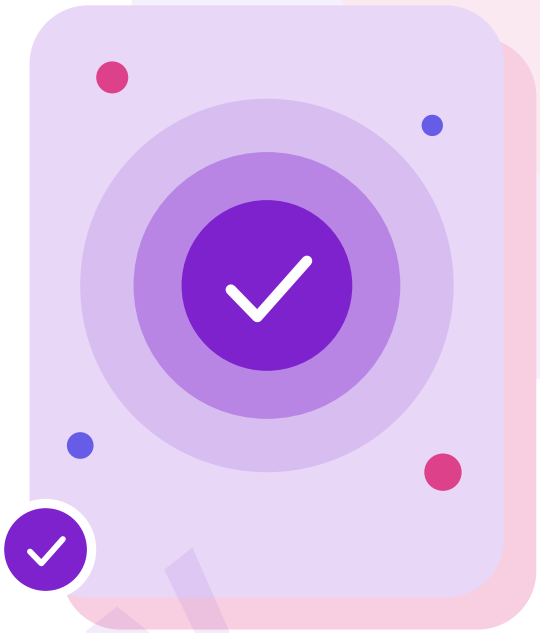
CHECKLIST · PERSONAL DEVELOPMENT

FREE PREVIEW

Mastering the Art of Saying No

Saying no helps protect your time, energy, and priorities. Use this checklist to master the art of declining requests confidently.

9 steps | Print-ready A4



NAME	START	TARGET DATE

1 Clarify Your Priorities

Identify what matters most to you to guide your decisions.

EXAMPLE *“Focus on self-care and work-life balance this month.”*

2 Recognize Overcommitment Signs

Notice when you feel stressed or stretched too thin.

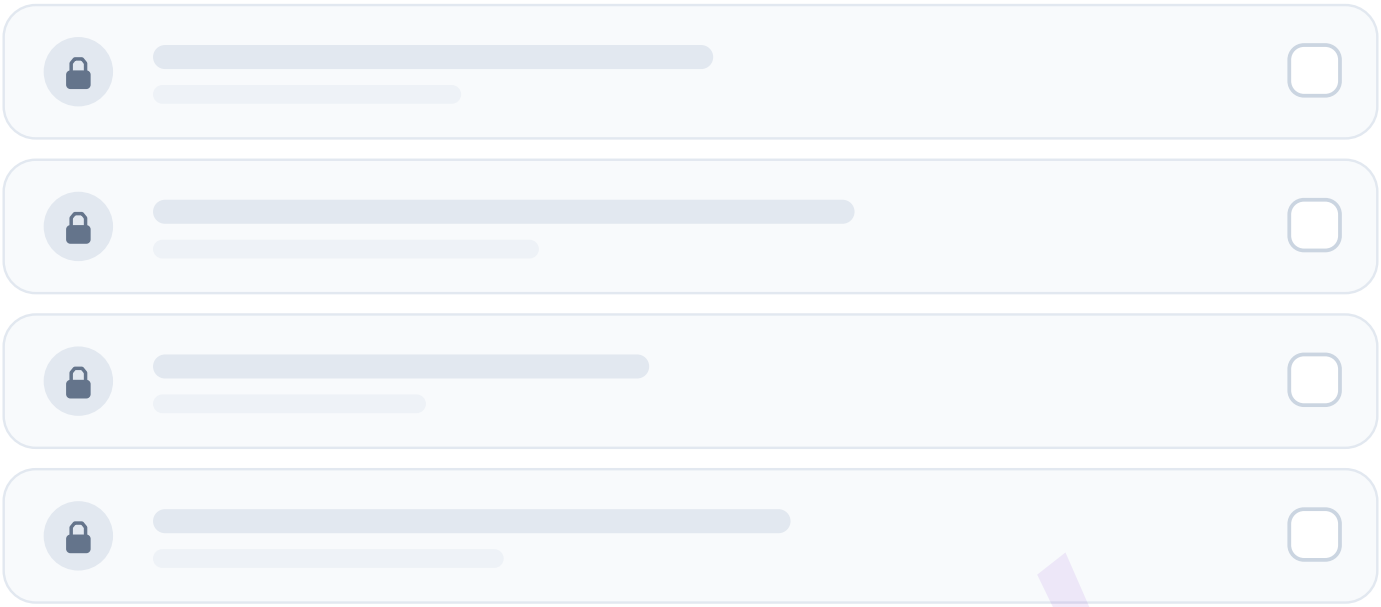
EXAMPLE *“I’m missing deadlines because I’ve taken on too much.”*

3 Pause Before Responding

Take time to evaluate requests instead of giving an immediate yes.

TIP *Say, “Let me think about it and get back to you.”*

PREVIEW



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