

How to say 'No' at work

NO! It is probably one of the shortest word in English and yet the most difficult one to say. Saying No can get you into trouble at times or make the other person angry.

However, accepting every other task or offer may prove to be a bane for you. So, here, we get you a few tips on how to say 'No' graciously.

Be adamant

Your colleague will be permitted a leave from work only if she completes her target on time. She approaches you for help. If you're unwilling to take on her task, stick to your decision. Be firm. Don't provide her with long explanations. Say a 'No' politely.

Suggest an alternative

If you feel that you won't be able to complete a task effectively, don't take it. Refuse smoothly. However, you can suggest some one else who you feel would be apt for the task. This way you would not only get off the burden from your shoulders but also help the other person.

Take time to respond

If a client wants to meet you over a cup of coffee and you wish to avoid him/her (may be because they eat your head talking), the simplest and the best option is to respond to the request after a sufficient time. So, if you answer the request after say, a week, he/she will get an idea about your ignorance and take it as a No.

Your status- Unavailable

Put your status as Busy or Unavailable or Offline while you're on the chat. Put your phone on the answering machine or better, switch it off. And, all this is just to avoid and refuse that one persons' request.

Say a gentle 'No'

Your fellow employee wants you to help him in a project. But, looking at your workload, priorities and busy weekends, you surely can not help him. Rather than saying a blunt No, tell him, "I would have loved to help you with this but trust me, I have a very busy week and I need to meet my deadline which is this week's end. Sadly, it's a no." In short, decline but politely.

Portray the 'I am occupied' image

It is the ending of the month and everyone at the office is busy working. And you expect your friends at the workplace to ask you for help. So, why not keep your office desk loaded with files and keep yourself busy on the phone? This would certainly give out a 'too busy with work' or 'totally engaged' impression to people.

Postpone

"I am busy for two weeks because of a deal that needs to be finalized. Do you mind if I get back to you on this assignment of yours after that?" Postpone the task you have been requested to perform, if you are busy. If the other person is accommodating, he/she will understand your problem and get back to you when you're free.

So, next time, if you're busy or unwilling or have any other reason to refuse to the additional work (which doesn't even belong to you and you won't get credit for that too!), you can happily and politely say a NO.