



Saying No Honestly and Appropriately

Honest communication is one of the most important success factors in private as well as professional life.



Many people probably often ask you for a lot of things and advice. They usually ask you for what they want and what will help them, not you. That's why it's essential to be able to say a clear No to the person you're talking to. You may have to leave your comfort zone. With practice, you'll see how easy it is and how good it feels.

Remember not to say but, because it expresses rejection. Just replace your but with and. The following examples will help you to say No appropriately and honestly.

- ✔ I understand what you want, and No.
- ✔ I know how important the matter is to you, and No.
- ✔ I can hear that you want xy (repeat the wish) very badly, and No.
- ✔ I don't know at the moment. Please ask me again later.
- ✔ I hear you and say No. Do you have another suggestion for me?
- ✔ There must be another solution. Let's find it together.
- ✔ I can't say yes to that now. If I change my mind, I will contact you.

Say a clear No and show sympathy. That's all you can do. What the other person thinks about you is their business.

Success follows. Just check back for valuable knowledge by clicking on the icon.

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Saying No is used to influence outcomes. I wish you every success with your next presentation. "Conscious action requires knowledge. Knowledge is power. The one who uses his knowledge has power."

Now, it is up to you!
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