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Ask the publishers to restore access to 500,000+ books. 'How to Say no without feeling guilty teaches practical skills for embracing what's important and getting rid of what is keeping us from living the lives we want to live. It's a book to consult over and over again. I highly recommend it' John Gray By learning to say no without feeling guilty, you will find time you never dreamed you had. Even more important, you will learn to say yes to all those things that you hold most dear to your heart. Your life will become yours again. As you learn to say no, you become more available, compassionate, effective, energetic and generous to the people, organisations and causes dear to you. With the authors' help you will be able to identify what is truly important in your life and realise that vision. Whether your dream is to write a great novel, have more leisure time, or travel the world, both your life and the world around you will be better off because you have learned to say no.How to Say No Without Feeling Guilty devotes a chapter each to saying no: --at work;--to kids, family and friends;--to invitations, dates and romantic entanglements;--to requests for money whether from friends or charities;--to high maintenance people;as well as a chapter on all-purpose no's, difficult no's with extra bite, and excuses. Advance praise for How to Say No Without Feeling Guilty:"This book is the bible on how to say no and still be seen as a nice person. It can change your life forever."--Jack Canfield, coauthor of the Chicken Soup for the Soul® series"It's a book to consult over and over again. I recommend it."--John Gray, Ph.D., author of Men Are from Mars, Women Are from Venus"Brilliant! This practical, powerful book will help you express what you really feel and want."--Harold H. Bloomfield, M.D., author of Making Peace with Your Past"This is a charming, intelligent, and practical guide to finding the great YES of life, by learning that NO is a complete sentence. Thoroughly enjoyable."--Anne Lamott, author of Traveling Mercies"A road map for opening up lots of needed space in our lives. Out with the guilt, and in with a life that is ours again!"--Janet Luhrs, author of The Simple Living Guide and Simple LovingHow to Say No Without Feeling Guilty enables us to rid ourselves of needless guilt so we can live a richer, more fulfilling life." --Dave Pelzer, author of A Child Called "It", The Lost Boy, and A Man Named Dave"This book is wonderfully useful, doable, wise, and inspiring."--Sue Bender, author of Plain and Simple and Everyday Sacred"A must for anyone who wants to live a life of joy and ease, and feel good about it." --Marcia Wieder, author of Making Your Dreams Come True"The best book I ever read on setting boundaries. This is a must-read for everyone!"--Sirah Vettese, Ph.D., author of What Happened to the Prince I Married? "To this book I say yes, yes, yes!"--from the Foreword by Richard Carlson, author of Don't Sweat the Small Stuff Find more time and energy for the things you love to do--learn to say no without feeling guilty! The simple word "no" is often the most difficult to say. Yet anyone can develop the skills to say no with confidence, kindness, and peace of mind. And the benefits are enormous. You'll spend less time doing things you don't want to do with people you don't want to see, and move closer to your own priorities and passions. How to Say No Without Feeling Guilty shows you: The five simple techniques that will help you say no with finesse in nearly any situation How to apply two basic principles to minimize guilt about saying no and reduce the likelihood of personal conflicts In addition, authors Patti Breitman and Connie Hatch provide specific language and practical strategies for defending your boundaries against life's many intrusions and distractions, including: Demanding friends and family members Unwelcome invitations, dates, and romantic entanglements Requests for money, whether from friends, relatives, organizations, or panhandlers Unreasonable assignments at work Pushy people who ask for too many favors Junk mail, annoying phone calls, and buddies with something to sell High-maintenance people And much more Ultimately, "no" can be one of the most positive words in your vocabulary. Whether you crave more family time, more time for yourself, or more time to pursue a dream, saying no frees up room for the "yeses" in your life. PATTI BREITMANis a literary agent and expert public speaker who has appeared on numerous radio and television shows. She also teaches classes throughout the San Francisco Bay Area, where she lives.CONNIE HATCHis a professional writer and president of Words to Market, a creative services company. She lives in New York City. Saying No: The Basicsl really don't want to spend Saturday night baby-sitting my neighbor's three kids. But when she asked me, I didn't know what to say. So I just said yes. I wish I'd had time to think of an excuse.Damn! I should have known Mike would hit me up for a loan. Why did I ever tell him about getting that bonus check?In my family, there's some kind of event going on nearly every weekend. Sometimes I just want to stay home and do nothing. But that doesn't seem like a good enough reason. Unless I have something else on the calendar, I feel obligated to say yes.In this chapter we'll show you a few basic techniques that can help you say no more easily and avoid regrets like these.To build up your courage for those really difficult "no's," start small. Practice saying no in nonthreatening encounters where there isn't much at stake. Tell your best friend you don't want to go to her choice of restaurant, and suggest another. Tell your husband you don't want to go to the hardware store with him. Tell your son he can't have more dessert. The object is to hear yourself saying no successfully. Little by little, stretch yourself by saying no in more challenging circumstances.As you begin to develop the healthy habit of saying no, you'll find the process gets easier all the time. Most likely, you will settle on a few different phrases that work for you and that can be applied to the situations you face most often. The more you use them, the more comfortable you'll become with them. Over time, you will utter them with confidence and ease.Basic PrinciplesThere are a couple of basic principles woven through this book that we'd like to emphasize here.First, saying no without guilt is much easier for all concerned when it's done in the context of generosity. This means being helpful and available to family, friends, co-workers, and neighbors whenever you possibly can—in other words, when it won't cause significant stress or inconvenience and when you can say yes without resentment. Just as important, give yourself a little credit for being a generous person. Recognizing the many things you do for others with a willing spirit, you'll feel more confident and less guilty at times when you really do want to say no to them.The second basic principle of saying no: Less is more. The most powerful and effective "no's" are the least complicated, but most of us have a great deal of difficulty saying no politely and leaving it at that. Whether we're telling the boss we can't work late or telling a neighbor we can't walk his dog, we feel obliged to justify our "no" with a detailed explanation—often a fictitious one. Yet elaborating is seldom necessary, and it leaves you on shaky ground. The more specific information you supply, the more likely the other person will be to: a) try to figure out a way to "solve the problem" so that you can actually do the thing he wants you to do (which, of course, you don't want to do), b) decide that your reason for saying no isn't good enough and be miffed about it, or c) catch you in a lie (if you're lying).On the other hand, when you make a statement like "I'm sorry, I won't be able to" or "I'm afraid I'm busy that day," you sound clear and decisive. If the other person insists on knowing why, the burden of prying will be on him. When that happens, don't fall into the trap of trying to come up with new, more creative excuses to satisfy someone who can't take no for an answer. Instead, repeat yourself as often as necessary. You can emphasize different words, change the language around a bit, or offer some other vague comment. "I'm busy that day" can also be expressed as "I've got plans," "I have a previous engagement," "I've got an appointment I can't break," or "I've had something on my calendar for weeks." Hold your ground in the face of a rude, nosy, or aggressive person. No one has the right to force you to violate your own privacy.This doesn't mean it's a mistake to tell people the reason you're saying no. Especially when the relationship is a close one, it doesn't feel natural to be too cryptic. But remember that by keeping explanations to a minimum and repeating yourself as often as necessary, you'll be in a stronger position.Basic TechniquesNow let's look at the basic techniques every good naysayer should have in her repertoire. Throughout the following chapters, you'll find numerous ideas for using these basics to say no like a pro:1. Buying TimeIf you do nothing else suggested in this book, acquire the habit of buying time before responding to requests. It takes the pressure off when you can't figure out how to say no diplomatically or simply need more time to decide. A few stock "time-buying" responses will cover you in just about every situation. For example:* I need to check my calendar; I'll get back to you. * Let me check with my husband/wife/partner to see if we're free that day. * I've got to think about that; I'll let you know. * I've got to take a look at my cash flow. * I need to find out if I have to work first.2. "The Policy"We love to say no with the phrase "I have a policy." For example, suppose a friend asks for a loan you don't want to extend. Utter the phrase Sorry, I have a policy about not lending money, and your refusal immediately sounds less personal.In all kinds of situations, invoking a policy adds weight and seriousness when you need to say no. It implies that you've given the matter considerable thought on a previous occasion and learned from experience that what the person is requesting is unwise. It can also convey that you've got a prior commitment you can't break. When you turn down an invitation by saying, "Sorry, I can't come—it's our policy to have dinner together as a family every Friday night," it lets the other person know that your family ritual is carved in stone.Of course, when searching for your response, it helps to have a policy. Which brings us to an important point: Saying no comfortably and without guilt requires you to really think about what you stand for. Why are you saying no? As you learn to eliminate unwanted obligations from your life, what are you making room for? When you can identify and embrace your priorities and focus on what you want more of—for example, time with the family, money for an important project or cause—you feel more justified saying no in order to pursue those goals. Are you one of those who don't know how to say no to people? 'No' is a simple looking two-letter word, which even a toddler can pronounce easily. In this article, we will discover a few tips on how to say NO without feeling guilty. So why is it, that very often it becomes quite difficult to say the word 'no' to others? This is because this word is simple yet powerful. And like all powerful things, it can either uplift us or harm us. Often, we comply with the requests of others to avoid the feeling of guilt which comes with refusing. If you are one of those who don't know how to say no to the people, then use our ten tips for saying no to people without feeling guilty. How to Say NO Without Feeling Guilty: 1. Understand the reason How to say no without feeling guilty? Well, you can avoid feeling guilty for saying 'no' by understanding why you are saying it in the first place. For this, you'll need to know your priorities. Realize that you had other commitments or plans, due to which you denied someone's request. 2. Show your concern Even if you refuse someone's request, you can always show them that you're listening and do understand their problem. Give them a few words of encouragement. This will not only make the other person feel better but also will not haunt you with feelings of guilt. 3. Put forward an alternative How to say no without hurting someone's feelings? Well, offering an alternative option can get the job done. This is quite an effective way to say no and an easy way to refuse. It does not hurt the feelings of the other person and hence won't make you feel guilty. You might say, "I'm sorry, I'm not available right now, but I'll be able to give you time next week." This approach is polite and lets you help out according to your feasibility. 4. Realize that you cannot help everyone Many people are always ready to help others out, and many times, go out of their way to do so. They will never say no to someone who asks for a favor. But they need to acknowledge that time is limited and they can't be everywhere. They have their responsibilities to fulfill. Life is already so busy and stressful nowadays, without the added burden of always helping others out. This is not propaganda against assisting others; instead, it is a realization that it is not your duty to always help others out. 5. Know your worth Generally, people are unable to say 'no' because they want others to approve of them. Moreover, they also feel that people will feel annoyed and let down after hearing 'no.' But this attitude reveals that you do not know your value and tend to rely on the approval of others as a measure of self-worth. You need to put yourself before others and realize that it is completely okay to value your time and feasibility more than the opinion of others. You are the priority, and it should always be this way. This attitude will also boost self-esteem. 6. Do not apologize People apologize when they believe they have wronged the other person. This eventually leads to feelings of guilt. But you need to understand that by saying 'no,' you are not doing something wrong. You have all the right to prioritize your feasibility and respond either way to someone's request. 7. Identify a relationship There are many types of people who you may have to refuse, and it's important to identify your equation with each. It will prevent you from worrying about the impact of saying 'no' on your relationship. If you are saying no to a good friend, know that your relationship will not be affected by a simple refusal. And when that person, who only approaches you when needing help, requests for a favor again, do not hesitate to refuse if you want to. Your relation with this kind of person is non-existent and so cannot be affected by a 'no.' Hence do not feel guilty. 8. Just say no Yes, just say the word 'no' is effective ways to say no without feeling guilty. You may explain your refusal depending on your relationship with the person. For instance, you may explain in detail while saying no to a good friend but may choose not to explain to an acquaintance. But it is important to clearly say 'no' confidently and without feeling bad. This way you will also not provide the other person with an opening. It is also about keeping a firm stance which is more than important if one wants to function with some peace of mind. 9. Be persistent There will always be people who will repeatedly ask despite your initial refusal. Do not give in to such behaviors and be firm. If need be, refuse again, and make it clear to the other person that it is not possible for you to help them out. 10. Rehearse your refusal Many people struggle with saying 'no' on the spot and end up offering weak excuses or even saying yes. This can be worked upon through practice. Build up situations in your mind in which you have to say 'no,' maybe to a friend, relative or even a salesman. The saying 'practice makes perfect' applies here too! So, the next time you are unable to say 'no,' or experience guilt pangs after doing so, do remember these ten effective ways to say no to people. Remember that you are your number one priority! Hopefully, you will be able to say 'no' without any guilt effectively. Jump to ratings and reviews"To this book I say yes, yes, yes!"—from the Foreword by Richard Carlson, author of Don't Sweat the Small StuffFind more time and energy for the things you love to do—learn to say no without feeling guilty!The simple word "no" is often the most difficult to say. Yet anyone can develop the skills to say no with confidence, kindness, and peace of mind. And the benefits are enormous. You'll spend less time doing things you don't want to do with people you don't want to see, and move closer to your own priorities and passions.How to Say No Without Feeling Guilty shows you the five simple techniques that will help you say no with finesse in nearly any situation and how to apply two basic principles to minimize guilt about saying no and reduce the likelihood of personal conflicts.In addition, authors Patti Breitman and Connie Hatch provide specific language and practical strategies for defending your boundaries against life's many intrusions and distractions, • Demanding friends and family members• Unwelcome invitations, dates, and romantic entanglements• Requests for money, whether from friends, relatives, organizations, or panhandlers• Unreasonable assignments at work• Pushy people who ask for too many favors• Junk mail, annoying phone calls, and buddies with something to sell• High-maintenance people• And much moreUltimately, "no" can be one of the most positive words in your vocabulary. Whether you crave more family time, more time for yourself, or more time to pursue a dream, saying no frees up room for the "yeses" in your life.GenresSelf HelpNonfictionPersonal DevelopmentPsychologyCommunication 148 people are currently readingDisplaying 1 - 30 of 30 reviewsOctober 20, 2014I consider this a very valuable book for those of us who avoid going to the hairdresser because we never leave with the haircut we want; or those of us who end up being abused by folks concerning money, time or being of service to others. I did see my own behavior (taking too much of other peoples time) in one of the chapters, which gave me insight on how to change my own behavior so that I do that get on other people's nerves.As Jack Canfuekd said, "This book is the bible on how to say no and still be seen as a nice person. It can change your life forever." I did not give it top rating because the authors are sometimes unkind to the folks with negative attributes at the expense of trying to be funny. Their remarks were, indeed, funny, but in a way that made me feel guilty (which is what the book is trying to not make you feel). July 3, 2023More focused on scripts for saying no versus how to decide when to say no; some scripts were useful and some were corny af. Worth reading!March 7, 2016: الكتاب لا يثري كثيرا على معلوماتك ؛ الكثير من الاحيان نقول لا العقوبه والمتعمده ؛ في النهايه يعتمد علي الشخصيه وصله القرابه ومبادله العطاءا بالاخذ ؛ فمن المستحيل ان لا يحل عليك شخص وعندما يحتاج اليك ولطرف ما لا تستطيع وانت قادر لكن لسبب ما لا تريد ؛ في النهايه هي مسالة اخلاق والاسلام علمنا ان الرسول كان يستحي فا هذب الله الناس واقهم كيفيه قول لا ومتى بطريقة مباشره January 24, 2020. which begins with the power of no followed by the basics of no. The next two sections cover how to say no to lending money followed by saying no at work. While the later chapter was informative, I personally would've preferred a chapter in saying no to co-workers in situations when that want you to do a task that is assigned to them.Sections five and six cover saying no to invitations, dates and romantic entanglements followed by sayin no to family and friends. The chapter regarding family and friends was extremely helpful since this is a situation I deal with on a semi regular basis.The final two sections focus on saying no to kids and to high maintenance people. Some of the tools mentioned in the chapter regarding kids can be modified for when interacting with adults especially the concepts of being consistent, tell don't ask, don't be afraid to repeat yourself and expect cooperation. The follow up chapter on high maintenance people refer to how to interact with narcissists, big talkers, interrupters and hypochondriacs. I enjoyed this book as the wealth of information that the authors provide. Although some chapters weren't relavant to me, all of the examples provided can be used immediately after reading the book.February 16, 2024Read for: You CAN reclaim your personal spaceNot for: Subtle and graceful ways to say no – so many of the suggestions in the book are rude, that a more appropriate title might be "How to say no by being rude"October 7, 2019Pretty good, some of the content though is not relevant for me.December 20, 2019Excellent, practical advice for people learning to honor their own boundaries.March 17, 2020October 5, 2016A well written and absorbing book, with lots of tips and tricks you can easily implement in real life. It's not unreasonable to stick up for yourself and say no to all the leeches in life, and these folks will help you get there. July 6, 2016A very quick read with some useful phrases. IT was good to find out that I am already using many of the tactics, but it's always good to hone the "no" skills. In fact, I was inspired to say no to finishing two items on my currently reading list because I really wasn't enjoying them, but felt obligated to finish them. I've never been good at not finishing a book, and the ones I don't like hang over my head causing me anxiety. Life is too short and the TBR list too long to read out of obligation.March 13, 2015Lots of good information! But, it was a bit dry to read. I am going to keep it on my shelf as a reference guide for sure!March 16, 2015فكرة مميزة فقط.. لا جديد آخر بين ثناياه.. فراتني له قديمة منذ سنوات..October 17, 2015September 7, 2015July 3, 2017Overall is a good reading with interesting insights and examples. Still, I'm sure there is a much better book out there.November 28, 2018August 26, 2018Ok advice but not 2018Damn! If only someone had pressed this book into my hands by like... age 12. I'd be a completely different person.December 17, 2019Book started of well with a couple good ideas but lead into the promotion of telling a lie to say no followed by a rant about volunteering or giving to others at which point I stopped readingSeptember 1, 2021September 21, 2021I read this book almost 10 years ago, when I was in high school.I didn't think much of it. However, the lessons from it are still with me till this day.So definitely worth 4 stars.May 7, 2019Displaying 1 - 30 of 30 reviewsGet help and learn more about the design.