

# ACT

## to Say “No” in 3 Easy Steps

### Acknowledge the Request

#### *Sample phrases:*

- Ordinarily I would love to help.
- Thanks for asking.
- I am aware...
- I understand this is important.
- I appreciate you thinking of me.
- I wish I could help out here.
- What a great idea!

### Circumstances: *Briefly explain your situation*

- My situation is...
- I have plans.
- I’m not the best person for this job.
- My policy is...
- I’m not up to it.
- I’m not available.

### Tag comment to affirm the relationship

- Perhaps next time.
- I hope you can find the help you need.
- While I can’t do what you are asking, what I can do is...
- Here’s an alternative...
- Thanks again for asking.
- I wish I could.