

A person's hands are visible working at a wooden desk. One hand is on a laptop keyboard, while the other holds a newspaper titled 'BUSINESS'. The newspaper features an article about the 'Economy of the European Union' and a photo of people on a construction site. Other items on the desk include a glass of water with ice, a tablet, and a smartphone. A semi-transparent teal banner is overlaid across the middle of the image, containing the title and subtitle.

# FEAR TO SAY NO

Hidden dangers of habitual “yeses” in the company



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## Hidden dangers of habitual “yeses” in the company OBJECTIVES



- 01** Increasing confidence in saying no
- 02** Understanding the hidden dangers of saying yes with no reason
- 03** Becoming aware of the positivity of saying no in the right situation
- 04** Empowering the ability to say no



*snail*





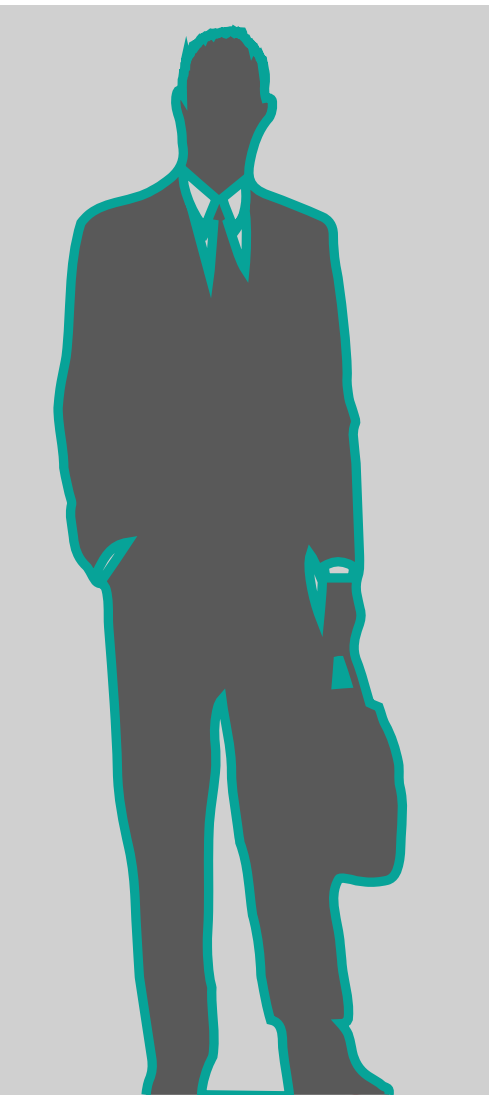
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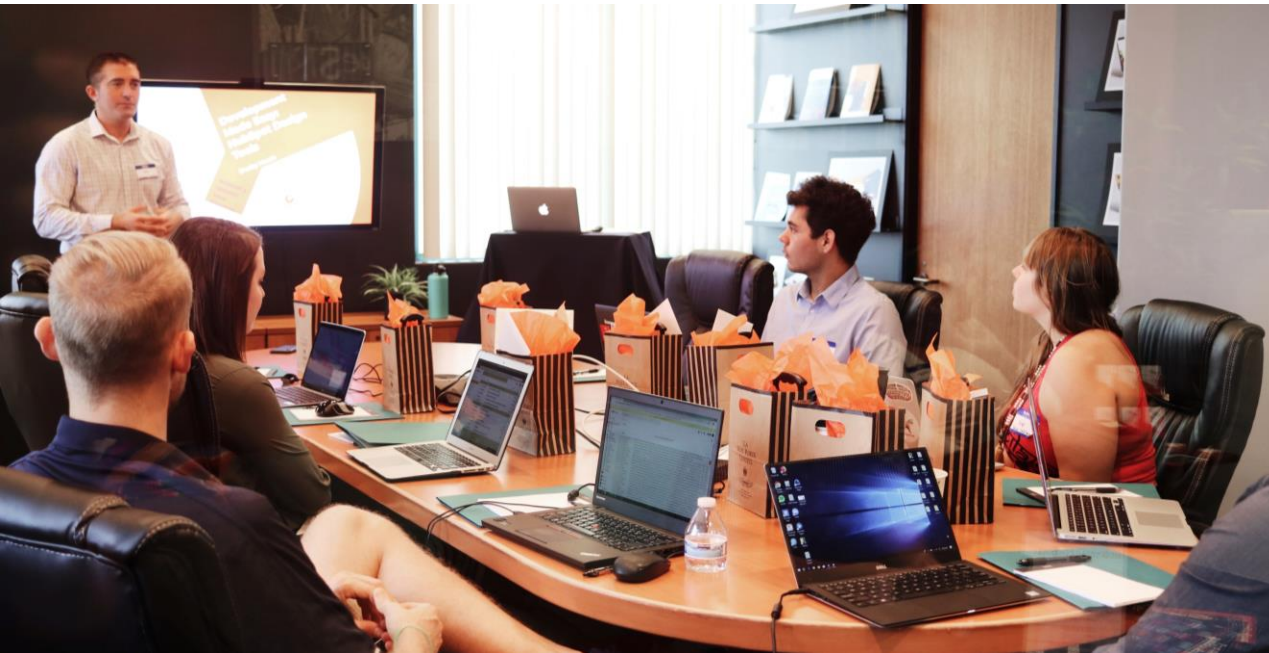
**04** How NO can prevent major risks in the company





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# Influences of saying no



Saying no does not mean that you are being selfish or unkind. These are all unhelpful beliefs that make it hard to say no especially in the workplace.

Saying no feels uncomfortable, which is why many of managers learn to say yes reflexively — out of habit — instead of when it is really a good choice.

snail







# The negative outcomes of habitual yeses

01

Reduced productivity and potential. Being productive is about much more than constantly doing stuff.

02

The “too much” phenomenon. Too many professionals will never say no and get to the point where nothing is getting done well.

03

“Negative reputation”. When your integrity is on the line, saying “no” is a wonderful way to keep trust.

04

Burnout. Taking on lots of tasks for lots of people is exhausting. Say “no” when it is really not feasible for you.

snail

## Why we say yes in the company



**Fear of refusing additional tasks**



**Fear of turning down responsibility**



**Established hierarchy (features of the workplace)**



**Fear of disappointing others**



**Fear of being fired and replaced**





# How to prepare to say no

01

**Figure out what is  
most important**

02

**Practice saying no in  
safe environments**

03

**Start by expressing  
your thanks and/or  
support**

04

**Use a neutral but  
definitive tone**



## When to say no in the company

- ☒ When it affects your peace of mind
- ☒ When it is not part of your daily job or tasks
- ☒ If you are not right for a role or responsibility
- ☒ If the task or the company might suffer
- ☒ If it conflicts with your values and beliefs







## How to say no for the company's success



**Saying no may sound easy but  
in practice, it is a lot harder.**

### **Be polite**

Though you are saying no, it is important to thank them for offering you the opportunity.

### **Be diplomatic**

Calmly state your reasons for saying no or ask which other tasks you can put to one side to make way for this one.

### **Offer an alternative**

Simply saying no without offering a solution is unprofessional. Be prepared to present an alternative option.





## **Understand saying "No" can help you avoid resentment**

Practice saying "No". Try standing before a mirror and looking at yourself. Keep in mind that you do not need a reason to say "No". Saying "Yes" too often could lead to resentment. If you are a people pleaser by nature, you may say "Yes" more frequently than it is healthy.



# Maintaining control of yourself for saying NO

• Maintaining control of yourself is the best way for managers to maintain control of the situation.

• You might not be in a situation to turn the person down completely — but you can always negotiate.



• Remind yourself that sometimes self-respect is more important than making others happy.

• Even if you think you know how you want to respond, pause. This will help you to reflect on tendencies to say yes.





## **Overcoming your fear of saying NO in the companies**

The fear is the unknown. We do not know how the other person will respond nor do we know the consequences of our actions. The first time you say no, you will undoubtedly feel uncomfortable. BUT the managers will need to understand that they are in control with their brain.



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# THE ROAD TO NO – LIMITATION FACTORS



**Illusory  
positivity of NO**

**We like to  
be HELPFUL  
any time**



**Illusory positivity  
of NO**

**We want to be  
APPRECIATED  
no matter  
circumstances**



**Illusory  
positivity of NO**

**We want to  
AVOID  
conflicts at  
work**



**Illusory positivity  
of NO**

**We want to  
create illusory  
IMPRESSIONS**

*snail*







*No!*

**Managers believe that saying “NO” makes enemies. But in fact, the “NO” is a dangerous enemy.**



# A "no" that does not upset anyone but prevents major risks in the company

01

A "no" does not mean that the problem will not be solved, but rather that it requires an alternate solution.

02

Understanding what works for us, we can ultimately be greater assets than blindly saying "yes".

03

Saying no leads to important practices in creating a positive work environment and anticipating future risks.

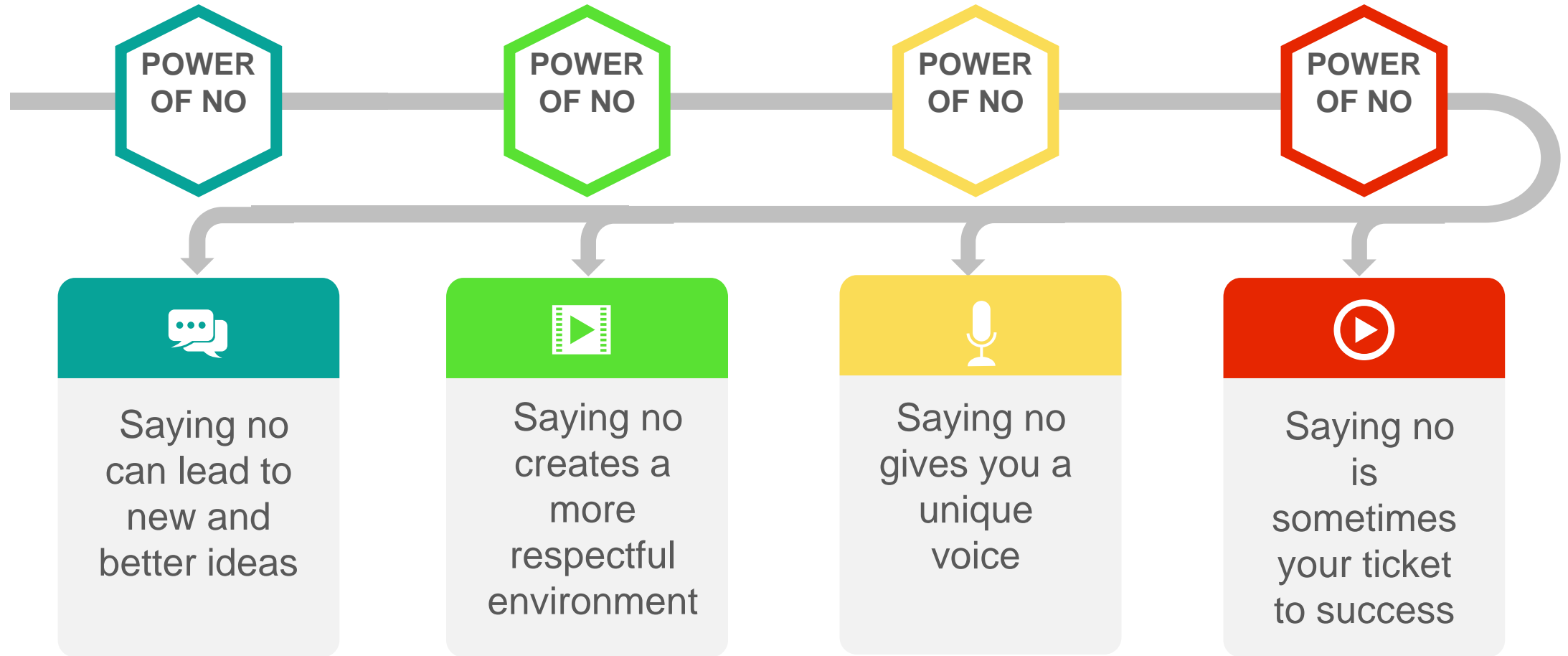
04

One of the main benefits of saying no is that it can lead to alternative and often better solutions.



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# Power of saying NO for managers





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# THANK YOU

Hidden dangers of habitual “yeses” in the company