

# The science and art of saying NO!

**In 12 easy steps**

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1. Put your head down  
and be **AWESOME!**



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**12 easy steps**

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- Excel in your field.
  - Practice introspection and objective assessment to identify your strengths and weaknesses.
  - Acknowledge your weaknesses and work on them!
  - Set boundaries and limits so you can do things well. This may mean saying no!
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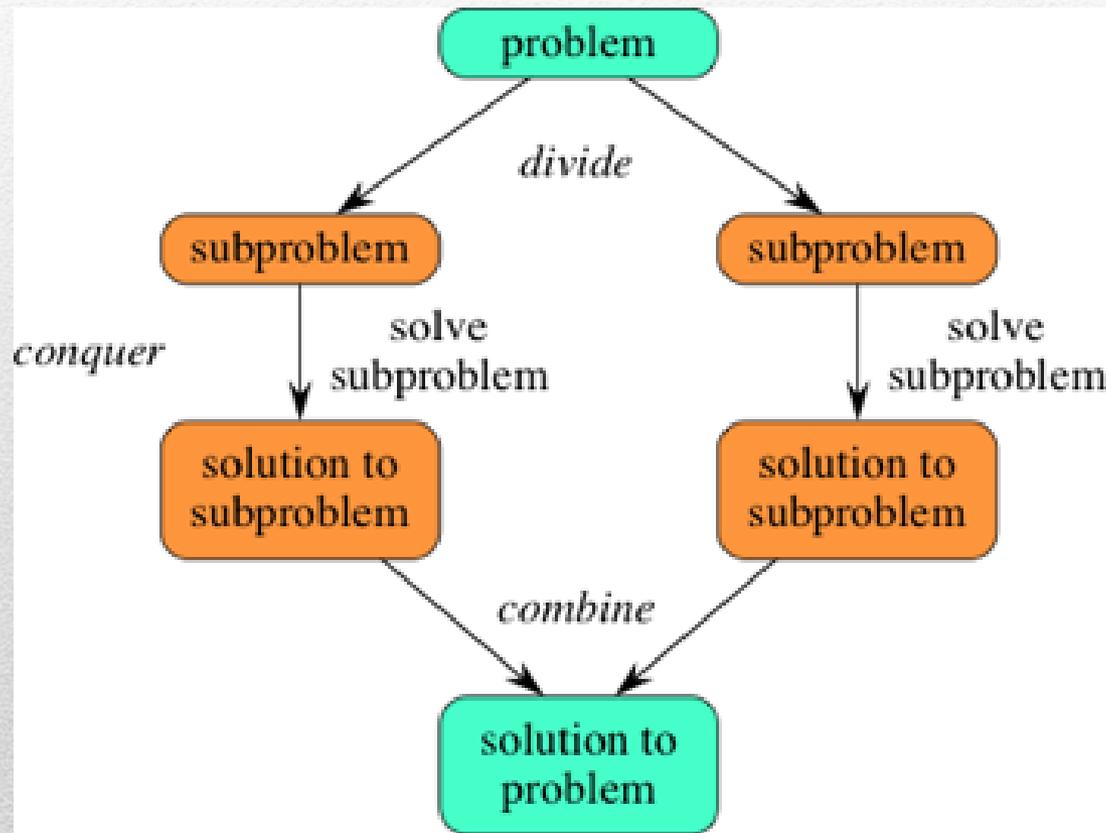
## 2. Keep your eye on the **BALL**



**12 easy steps**

- What's your goal for this year, 3 years, 5 years, 10 years, lifetime?
  - Set priorities to reflect goals. Be incredibly deliberate.
  - Work hard to not get entangled in things that aren't productive.
  - Avoid gossip, negativity and getting pulled into others' conflicts.
  - Avoid the water cooler to enhance work/life balance!
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# 3. Divide and Conquer



12 easy steps

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- Divide and conquer is a powerful way to solve conceptually difficult problems.
    - At work, at home, at play.
  - Large complex problems can be overwhelming.
  - Break down the problem in to smaller and smaller pieces until they are simple enough to be solved directly.
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# 4. ...only eat what **YOU** can chew!

Don't bite off more  
than you can chew  
because nobody looks  
attractive spitting it  
back out.

*Carroll Bryant*

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**12 easy steps**

- Know yourself, so you can be realistic.
  - Consider your time constraints and your efficiency – can **you** do it?
  - Is now the time?
  - Is this a priority or likely to become one?
  - Will this activity have too negative an impact on other parts of your life?
  - Set boundaries and limits so you can do things well.
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5. If it's not for you, then it's  
time to say **no**.



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**12 easy steps**

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- Know yourself, so you can be realistic.
  - Develop a strategy based on your temperament.
    - Saying no will require a strategy that suits you.
  - Relationships developed early in your career can grow through your entire career!
  - Don't damage them!
  - Taking a rain-check may be a good solution!
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# 6. Respectful interaction: **ALWAYS**

**TREAT PEOPLE  
THE WAY YOU WANT  
TO BE TREATED.  
TALK TO PEOPLE  
THE WAY YOU WANT  
TO BE TALKED TO.  
RESPECT IS EARNED,  
NOT GIVEN.**

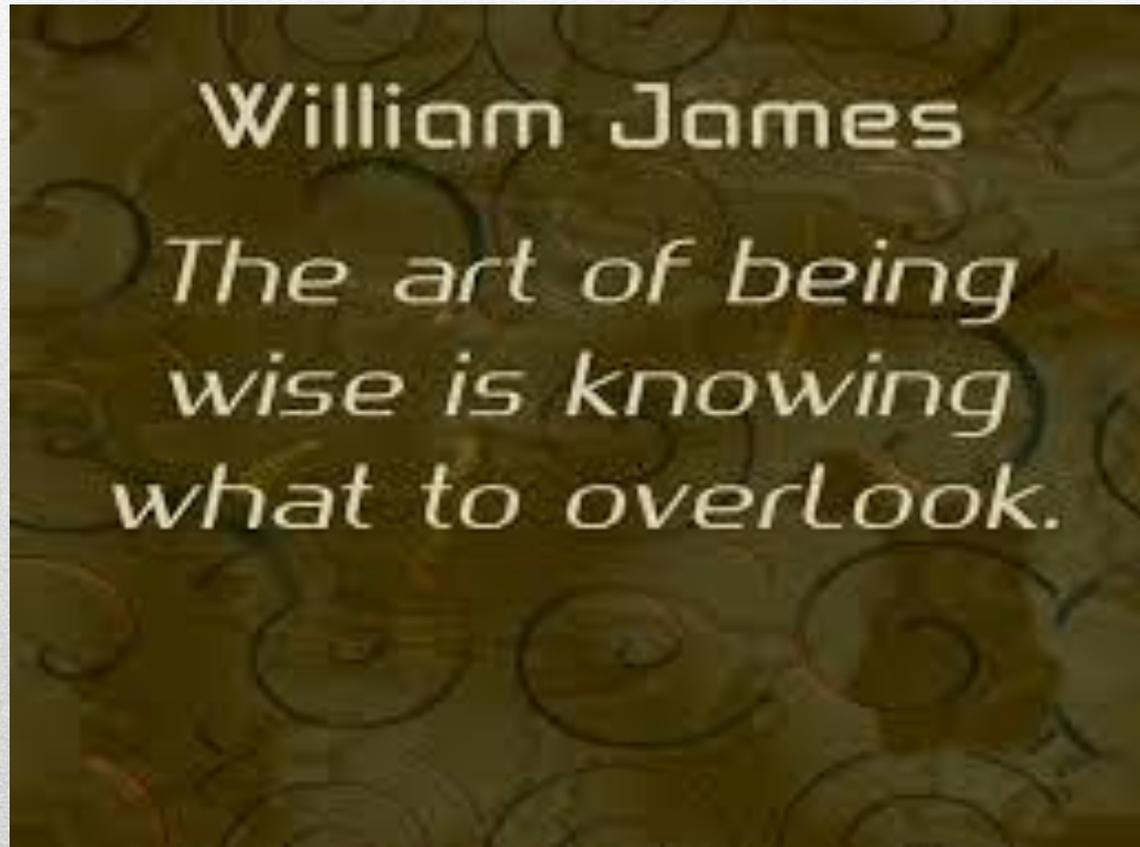
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**12 easy steps**

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- Engage in respectful interaction by respecting the person you're interacting with – even when you're saying no.
  - Say thank you for the opportunity and mean it – even if you say no.
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# 7. Pick your battles



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**12 easy steps**

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- Will it benefit you more if you say yes or no?
  - Will saying no damage relationships?
  - Is now the time to say no?
  - Will it matter a year from now if you do?
  - What are the likely long term effects of a saying no?
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# 8. When doors open **WALK THROUGH**

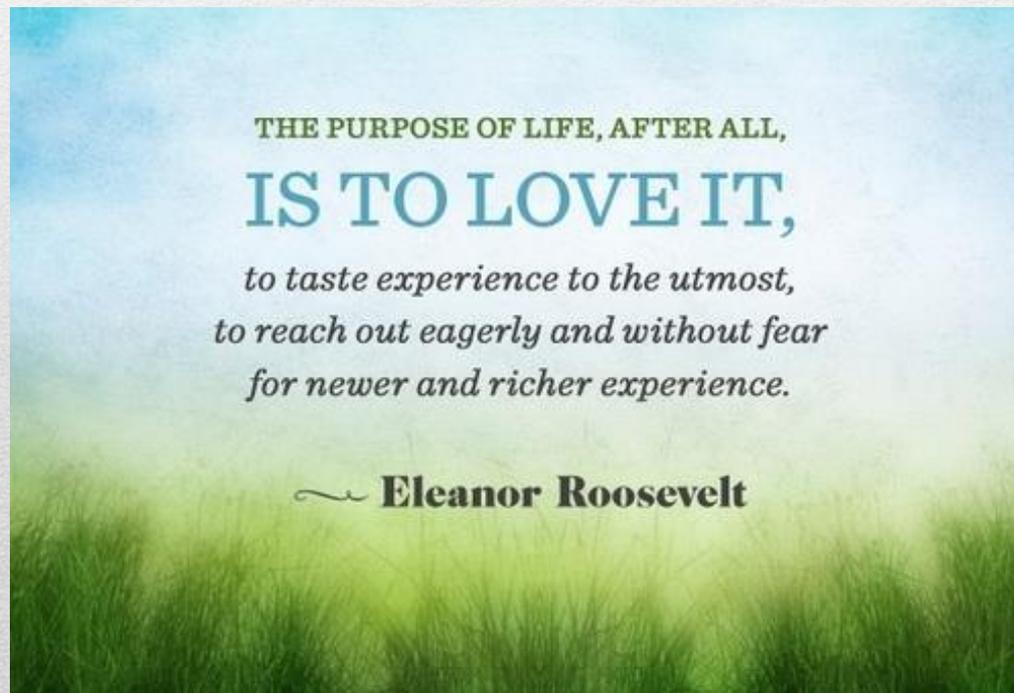


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**12 easy steps**

- The door is open! Don't overthink it!
  - Maybe think about it a little bit. Does the open door:
    - Link to activities that align with your goals?
    - Is now the time?
  - What are the likely long term effects of walking through?
  - Is the open door a one-time opportunity?
  - Even if the open door isn't directly aligned with your goals, you may nonetheless build important skills.
  - Or, you may meet the right people to help you in the longer term.
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9. Say yes to things you're  
pretty sure  
you **CAN'T** do.

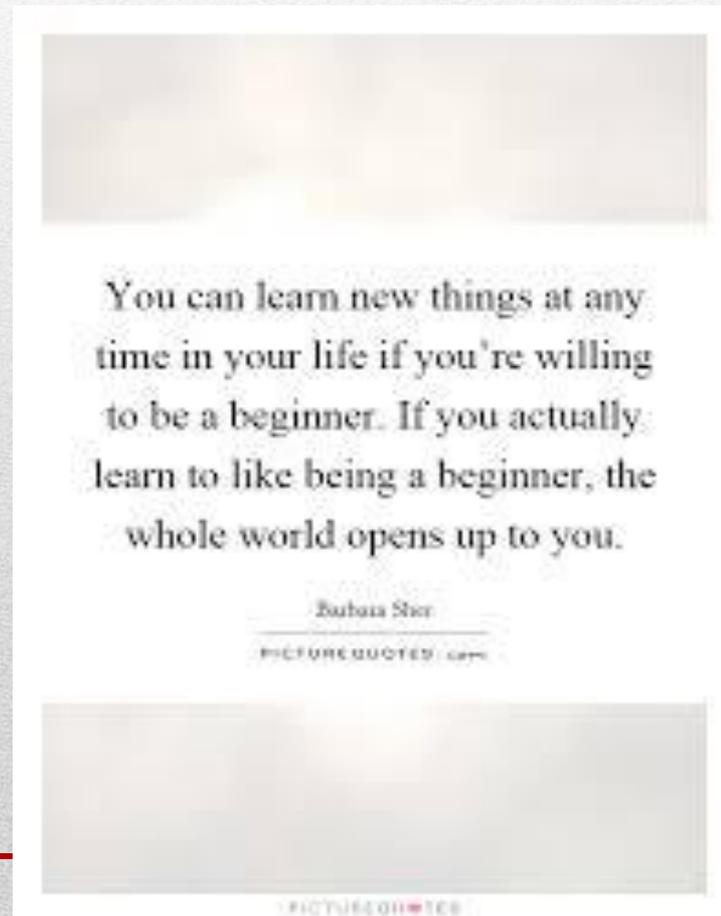


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12 easy steps

- Sometimes it's better to say yes!
  - You can do it!
  - Challenges add interest and excitement to your professional life!
  - Mastering and succeeding at difficult tasks brings major sense of accomplishment.
  - The key to moving up may be taking posts you don't know if you can do.
  - You'll never be "ready".
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# 10. Be **confident** in your ability to learn new things.



**12 easy steps**

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- Think about how many new things you've learned in your life.
  - Is it harder than things you've already done?
  - Learning brings opportunity, change, growth and possibilities.
  - Divide and conquer!
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# 11. Do things that don't benefit **you** directly.



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**12 easy steps**

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- You can make a huge difference in someone's life.
  - Research suggest doing things for others may be the key to personal happiness.

*“Life’s most urgent question is: What are you doing for others?”*

*– Martin Luther King, Jr.*

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# 12. Every experience brings learning



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**12 easy steps**

Experience is a lifelong  
pursuit.



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**12 easy steps**

Thank you!

Questions? Comments?  
**DISCUSSION!**

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