

The science and art of saying NO!

In 12 easy steps

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



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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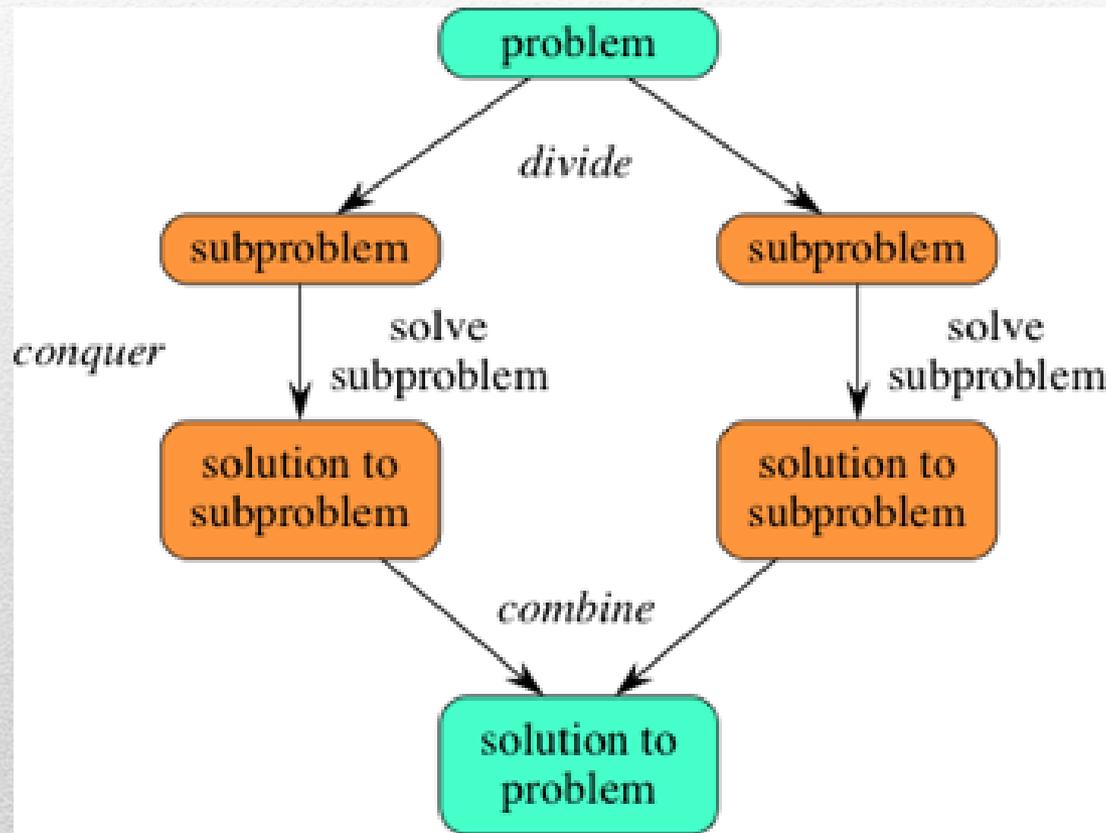
2. Keep your eye on the **BALL**



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- 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

meetville.com

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- 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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- 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.**

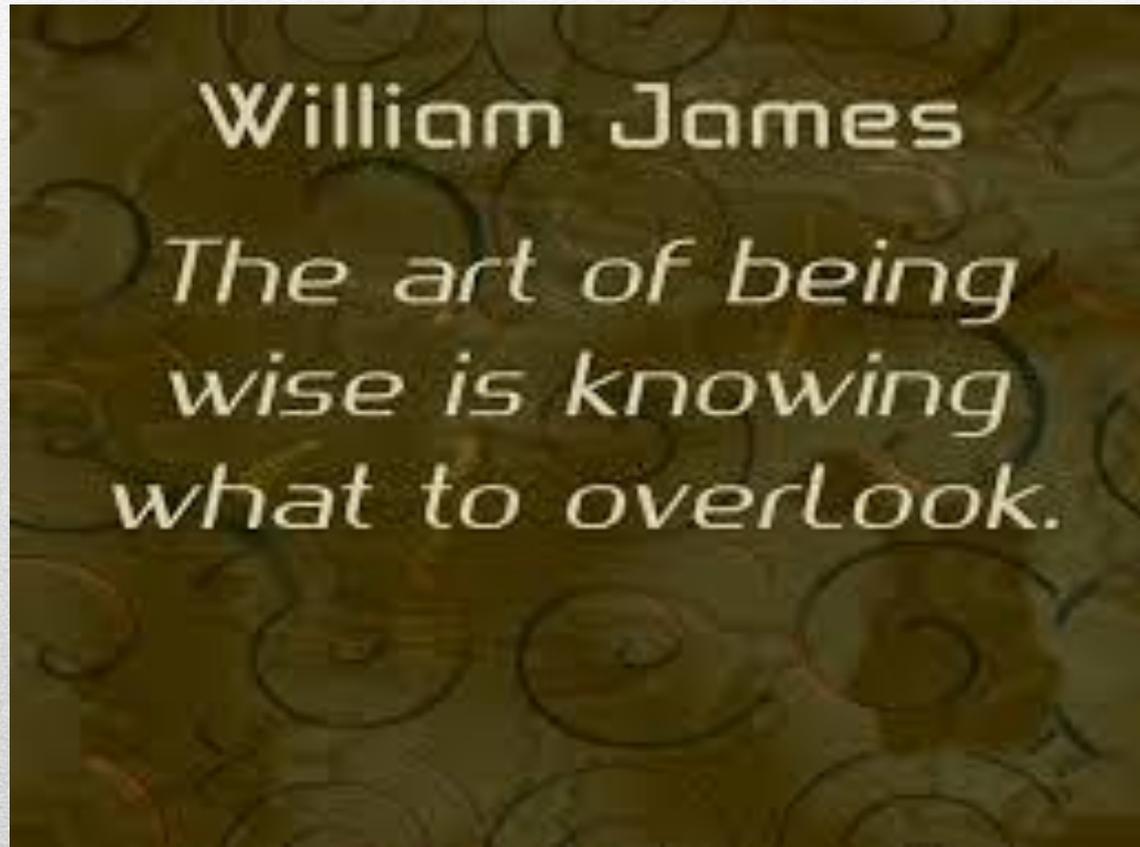
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- Engage in respectful interaction by respecting the person you're interacting with – even when you're saying no.
 - Say thank you for the opportunity and mean it – even if you say no.
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7. Pick your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



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- 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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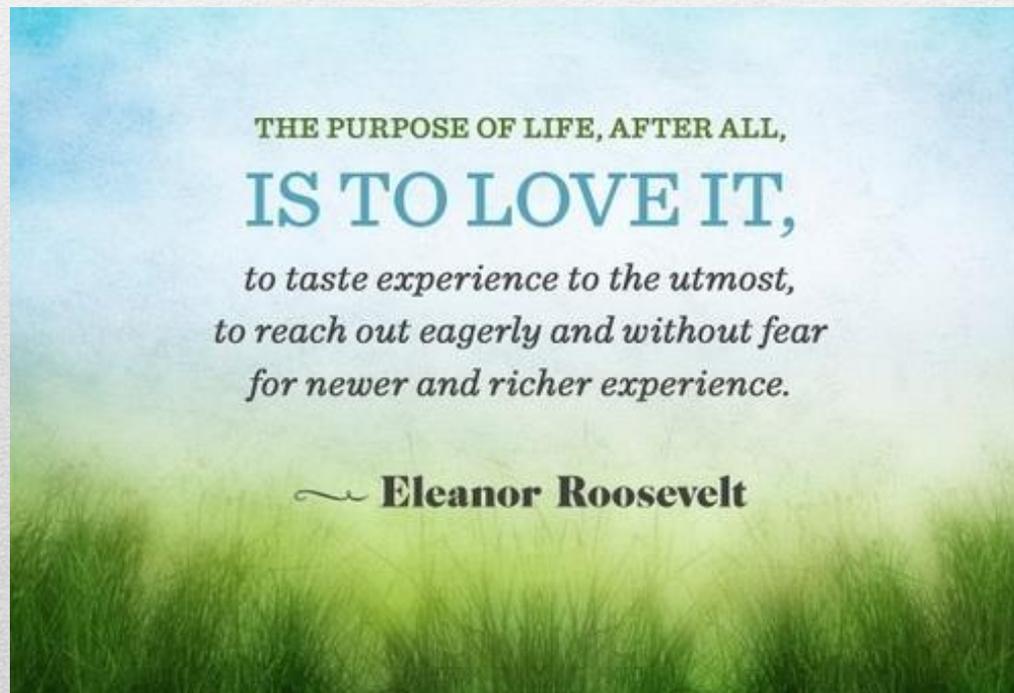
8. When doors open **WALK THROUGH**



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- 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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- 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.



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.

12. Every experience brings learning



12 easy steps

Experience is a lifelong
pursuit.



12 easy steps

Thank you!

Questions? Comments?
DISCUSSION!
