

Practice Exercise: Factors to Consider in Asking or Saying "No"

Due Date _____

Choose a situation during the week in which it was hard to determine whether to ask for something or to say "no," or how *strong* your request or your "no" should be.

Did you consider each of the factors below? Check off which ones applied. If the factor applied, what was the circumstance, and did considering it lead you to still ask for what you wanted or say "no" to what someone else wanted? Did it make your request or your "no" stronger or weaker?

<input type="checkbox"/>	<u>Describe Circumstance</u>
<input type="checkbox"/> Priorities	_____ _____
<input type="checkbox"/> Capability	_____ _____
<input type="checkbox"/> Timeliness	_____ _____
<input type="checkbox"/> Preparation	_____ _____
<input type="checkbox"/> Relationship	_____ _____
<input type="checkbox"/> Give and take	_____ _____

So, what did you decide to do, and how did it work out? _____

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