

Factors to Consider in Asking for What You Want (or Saying "No" to an Unwanted Request)



- 1. Priorities:** Objectives very important? (Is it important to get what I want?)
Relationship shaky? On good terms?
Self-respect on the line?
- 2. Capability:** Is the person able to give me what I want? (Or do I have what the person wants?)
- 3. Timeliness:** Is this a good time to ask? Is the person in the mood to listen or able to pay attention to me? (Is this a bad time to say "no"?)
- 4. Preparation:** Do I know all the facts I need to know? Am I clear about what I want?
(Am I clear on the facts that I am using to explain why I am saying "no"?)
- 5. Relationship:** Is what I want appropriate to the current relationship? (Is what the person is asking me appropriate to our current relationship?)
- 6. Give and take:** Has the other person helped me in the past? Have I overused his [her] help? (Have I helped the other person in the past? Has he [she] overused my help?)

Which of the above do you need to pay more attention to? _____

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