

Consultants Compass

GUIDE TO SAYING NO



BEFORE SAYING 'YES' TO ANYTHING

Pause and assess

Check my boundaries

Consider alternatives

Does this align with my core responsibilities?

Does this violate a boundary I have set?

Who else could do this work?

What would I need to de-prioritise to do this?

Am I saying yes out of guilt or because this is of value?

Could I do part of it, instead of all?

Is this high-impact or just urgent?

Will this put me at risk of burnout?

Can the timeline be adjusted?