BOUNDARY PHRASES

Instructions: Read through the below phrases and find one that works for you. Personalize what you'd like, we just want you to have a go-to when something calls for a "no."

Common pattern: **No + Redirection to another time**

Asked to complete something at work you don't have capacity for:
- ❏ "Can I get back to you after I check my calendar?"
- ❏ "After looking at my calendar I won't be able to support this without compromising the quality of something else, sorry for any inconvenience."
- ❏ "I don't have the resources to support this right now, I will *insert time* next week though."
- ❏ "I can definitely support by ____ however I won't have capacity to ____."
- ❏ "Today is actually booked for me, can I get back to you with my next gap of free time?"

Asked to hangout with a friend but you don't have the capacity to see or need to rest:
- ❏ "Thanks for thinking of me! I won't be able to make it then but I'll be available *insert time* to ____. Would that work for you?"
- ❏ "I don't have the capacity I thought I did to attend ____. I should *at a later date*."
- ❏ "This weekend I have to prioritize xyz so I won't be able to make it."
- ❏ "Shoot, this weekend is booked for me, how about ____."