

## Speak Up Shortcuts

Boundaries are useless unless people know about them. Use the following prompts as starters to deliver your boundary in a strong but diplomatic (and unapologetic) manner.

- I don't want to \_\_\_\_\_.
- I've decided to \_\_\_\_\_ instead.
- To ensure I'm [at my best, able to serve you], I'm \_\_\_\_\_.
- I'm not able to \_\_\_\_\_, but what I can do is \_\_\_\_\_.
- Because \_\_\_\_\_ is important to me, I'm honoring that by \_\_\_\_\_.
- Right now, I'm saying no to \_\_\_\_\_, so that I can say yes to \_\_\_\_\_.
- What I need is \_\_\_\_\_.
- I'd like to make a request that \_\_\_\_\_.
- I appreciate you thinking of me. I have to decline \_\_\_\_\_ to focus on my other commitment of \_\_\_\_\_.
- I would love to be able to \_\_\_\_\_, but it's not possible right now. Can I make a suggestion of other people who could help?
- Thank you for thinking of me. I'm not interested in \_\_\_\_\_.
- I'm flattered and at the same time not able to \_\_\_\_\_.
- \_\_\_\_\_ doesn't work for me.
- I have a problem with \_\_\_\_\_.
- Yes, I do mind \_\_\_\_\_.
- I'd rather not \_\_\_\_\_.
- I know we talked about \_\_\_\_\_, however when I committed I didn't [expect/know about] \_\_\_\_\_. Because of that, I need to [decline/cancel/postpone] and I appreciate your understanding.
- With the information I now have, I'd like to revisit \_\_\_\_\_.