

Career Development Series 2021

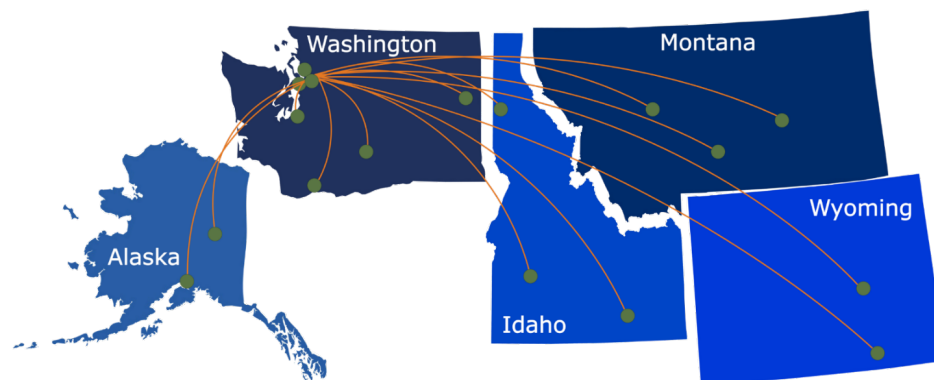
When and How to Say No with Confidence

Presentation will begin at 12:00 PM (PT)



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Institute of **Translational** Health Sciences
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What We Offer:

- 1 Research Support Services:** Members gain access to the different research services, resources, and tools offered by ITHS, including the ITHS Research Navigator.
- 2 Community Engagement:** Members can connect with regional and community based practice networks
- 3 Education & Training:** Members can access a variety of workforce development and mentoring programs and apply for formal training programs.
- 4 Funding:** Members can apply for local and national pilot grants and other funding opportunities. ITHS also offers letters of support for grant submissions.

Contact our Director of Research Development



- Project Consultation
- Strategic Direction
- Resources and Networking

Melissa D. Vaught, Ph.D.
ithsnav@uw.edu
206.616.3875

Feedback

At the end of the seminar, a link to the feedback survey will be sent to the email address you used to register.

Career Development Series 2021

When and How to Say No with Confidence



Presented by:

Mia Bertagnolli

**Director, Center for Teaching & Advising
Professor of Biology
Gonzaga University**



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WELCOME ACTIVITY

1. Please type in the chat the name of the institution you are primarily affiliated with.
2. Please participate in the poll to help me know where you are in your career.

Thank you!

Learning Objectives

- 1 Identify one pressure or fear that contributes to a sense of obligation to say yes.
- 2 Describe a key factor that should be considered when deciding whether to accept requests to do more.
- 3 Demonstrate use of definitive and graceful statements to communicate decisions.

Overview of how we will spend our time together

- Group sharing of insights from your pre-work assignment
- Summary of common pressures and fears that lead us to become overcommitted
- Suggestions for how to evaluate the ask and potential impacts
- Strategies to help you make difficult decisions
- The do's and don'ts of delivering the news
- Discussion of responses you could use to definitively and gracefully communicate your decision

Ideas from the Pre-Work Assignment

Think about a commitment that you should have said “no” to when asked, but you agreed to do. **Why** did you say “yes” instead of “no”?

Pressures?

Fears?



Common PRESSURES and FEARS

- People pleaser – fear of disappointing someone else
- Conflict avoider – worried about response
- FOMO
- Networker
- Worried about potential consequences for career (unclear expectations)
- Guilt and/or shame
- If I don't, who will?
- I can do it better; I can do it all
- Social norms (e.g. women are nurturers and helpers)
- Asked to represent...

Ways to EVALUATE the Ask and Potential Impact

Gather information – you can apply the Task Assignment Tool (CPQQRT)

C = Context – background information on the problem or issue that has created the need for this project to exist

P = Purpose – major objectives – what will this work achieve or produce

Q = Quality – key criteria or standards for successful completion

Q = Quantity – physical measures of success if applicable (how much, how many, etc.)

R = Resources – budget, equipment, tools, space, people, other support needed

T = Time – milestones and deadlines, and how should this be communicated

Ways to EVALUATE the Ask and Potential Impact

Evaluate the opportunity costs of saying “yes”

- What might you be sacrificing or have to give up now?
- Am I putting other commitments at risk?
- What opportunities might you not be able to pursue in the future?



Time and energy are finite
Tasks typically take longer
than you plan for



Ways to EVALUATE the Ask and Potential Impact

Evaluate how this aligns with your
personal and professional

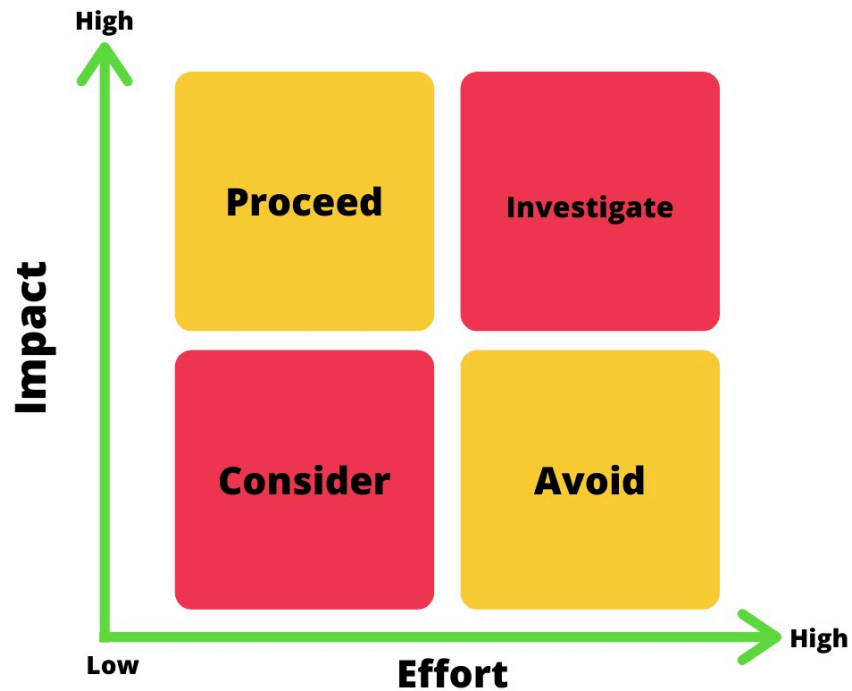
WANTS and DON'T WANTS

Identify what you care about,
what you do well, and what
will make you happy and fulfilled.

The worksheet is divided into four horizontal sections, each with a title and a set of sticky notes for input:

- Current role & responsibilities** (Orange background):
 - Current role:** A yellow sticky note.
 - Main responsibilities:** A white sticky note with a bulleted list: 1. Example, 2. Example, 3. Example.
 - Professional development activities:** A yellow sticky note.
- Career goal(s)** (Purple background):
 - In 12 months:** A purple sticky note.
 - In 5 years:** A purple sticky note.
- Skills gap** (Light blue background):
 - Skill 1:** A light blue sticky note.
 - Skill 2:** A light blue sticky note.
 - Skill 3:** A light blue sticky note.
 - Skill 4:** A light blue sticky note.
- Actions** (Light green background):
 - Action 1:** A light green sticky note.
 - Action 2:** A light green sticky note.
 - Action 3:** A light green sticky note.
 - Action 4:** A light green sticky note.

Time Management Matrix



Prioritize how you spend your time and energy

Other Suggestions

- *Pause – give yourself time to gather information and make a good decision
- *Create boundaries/rules based on your values and goals
- *Seek out accountability partners/mentors/support
- *Give yourself permission to say No when needed
- *Reflect on previous experiences – learn from the past

Deliver the News Honestly, Deliberately, Confidently

DON'T

Lie

Feel the need to tell all

Be overly apologetic

Get sucked into someone
else's priorities

DO

Be honest and sincere

Express gratitude

Provide some context

Be firm and polite

Offer alternatives

(when applicable)

Examples of Responses – Practice Time!

No thank you (not interested/willing/available)

“I am unable to take this on. Thank you for thinking of me.”

No, but..... (leaves the door open; shows your interest)

Yes, if or Yes, with (resources it would take to get to a yes)

Yes, when or Yes, after.... (timeframe when it will work)

Group Activity: Apply this to past experiences

Closing Thoughts

*SELF CARE
IS NOT
SELFISH*



Thank You!

Open for Questions



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Feedback Survey

A link to the feedback survey has been sent to the email address you used to register.

Please get out your device, find that email, and spend a few moments completing that survey before you leave today.

Tip: If on a mobile device, shift view to landscape view (sideways) for better user experience.