

Career Development Series 2022

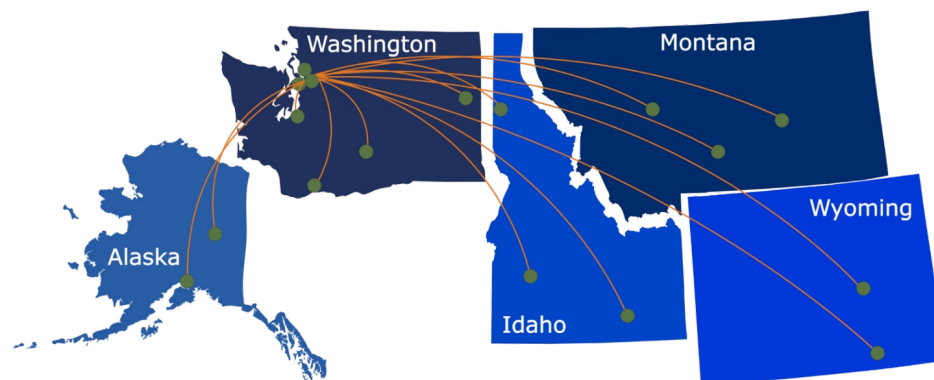
When and How to Say No with Confidence

Presentation will begin at 12:00 PM (PT)



ITHS

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 ITHS

Director of Research Development



- Project Consultation
- Strategic Direction
- Resources and Networking

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Scientific Success Committee

- Clinical Trials Consulting
- Guidance on Study Design, Approach and Implementation
- Feedback on Design and Feasibility

[https://www.iths.org/investigators/
services/clinical-trials-consulting/](https://www.iths.org/investigators/services/clinical-trials-consulting/)

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 2022

When and How to Say No with Confidence: Aligning Commitments with Professional Goals & Interests



Presented by:

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Professor of Biology
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WELCOME ACTIVITY

1. Please type in the chat your role or the kind of work that you do.
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 video, “The Art of Saying NO”
- Summary of common pressures and fears that lead us to become overcommitted
- Tools to evaluate the ask and potential impacts and make a decision
- The do’s and don’ts of delivering the news
- Discussion of responses you could use to definitively and gracefully communicate your decision

Common PRESSURES and FEARS

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 cont.

- 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...

EVALUATE the Ask and Potential Impact – Tools!

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

EVALUATE the Ask and Potential Impact – Tools!

Evaluation Criteria Inventory Template

Purpose – reason/goal

Scope – depth and breadth, beneficiaries

Evidence of

Impact – contribution/measurable outcome

Sharing of Examples from Pre-Work!

EVALUATE the Ask and Potential Impact – Tools!

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



EVALUATE the Ask and Potential Impact – Tools!

DISCERNMENT:

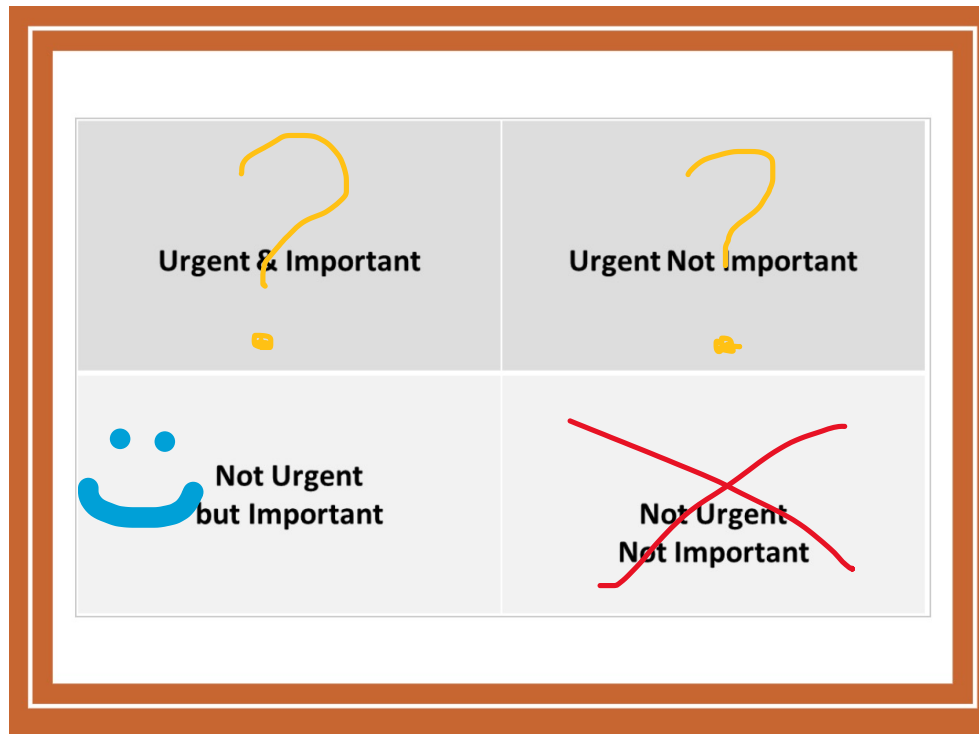
Does this assignment align with your
personal and professional

Goals and Desires

Will this lead to fulfillment and joy or
will it lead to a sense of isolation/despair?



Time Management Matrix



Prioritize how
you spend your
time and energy

Most things on your
calendar should be
important but not urgent.

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.