Setting Limits

3 CHOICES
YOU CAN MAKE WHEN YOU ARE ASKED TO HELP, CONTRIBUTE, WORK, ATTEND OR VOLUNTEER:

**If YES...**

Ask yourself:

- How much **TIME** will it take?
- How much **WORRY & PRESSURE** is involved?
- How much **ENERGY** is needed?
- How much **MONEY** is involved?
- What is the tradeoff or how much do I get for my involvement?
- Who or what will SUFFER for this 'YES'?
- Do I want to do this?

**If No.....**

Learn how to say it. Here are some ways:
Avoid giving detailed reasons for your no. It sets you up for having to defend your response.

"I would like to say yes but I'll have to say no this time."
"I can see you are in a bind, and if I weren't also, I'd be glad to help."
"Usually I would, but right now, I'm over committed."

**Or Negotiate...**

There are other options to saying an immediate yes or no:

"I am already committed right now, but if you want to take over the (blank), I could do (blank)
"Possibly I could. I'll check to make sure and let you know tomorrow."

Avoid the kneejerk "Yes" and give yourself time to make the right choice.

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