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## CAREER COACH

**Question:** I have trouble saying no. I feel guilty and also that I'm letting others down, yet I'm overwhelmed.

**Answer:** When we say no to one thing, we are saying yes to something else. By saying no to a request or opportunity, what are you really saying yes to? When you are clear on this, it makes your choices more powerful and you can eliminate guilt. By saying no to staying late at the office you are saying yes to attending your kid's soccer game and your value of family.

Another thing to remember — no is a complete sentence. You don't always have to justify or overexplain why you can't keep a commitment. People tend to overwrite in e-mails and the person only really hears that you can't make lunch. You can also offer another alternative. For example, if you are unable to serve on a committee, you might suggest other people who can.



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