

Saying No – Key Points

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Those who have trouble saying “No”

- Accept everything
- Don't ask for timelines
- Don't review details before accepting
- Are often late/unprepared

When to say No

Career timing

- Early with no clear path, say yes a lot to find your way
- Early with clear path, be selective but careful of shutting doors
- Mid-career – selective No, Review value of ongoing commitments

Know what's on your plate

Get the details before you commit

Listen to your inner self

Yes/No Decision Criteria

Cost/Benefit Analysis

- Think long term
- Personal Interest
- Connections
- Pay back
- Promotion

Strategies for saying No

- Yes, **but** if I do x, I need y in return
- No, **but** I would like to do this
- Negotiate
- Pass it on – develop junior faculty

