



"No" Scripts

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It can be hard to say no to people. Here are templates for making it easier.

Job Offer

These scripts work well if it is a job offer from a new company, a response when someone offers you a new position at your current company or when you decide to decline a job after applying for it because you realize it wasn't the job for you or because you received an offer that better SUIT your needs.

Response: *Thank you so much for considering me for the position. After a lot of consideration I'm going to decline. I wish you lots of success in your future endeavors.*

This is short and sweet. It shows gratitude and respect for the offer. Never ignore a job offer, even an unsolicited one. You never know when your paths will cross again.

While this a simple email and probably won't require any follow up or additional explanation I know you might require more over the phone or in person. Here are some responses for follow up questions you might receive.

Objection: Why?

Response: *While I really appreciate the offer I don't feel like it would be the best move for my career path at this time.*

Objection: Did you find another position?

Response 1: *Yes, I have been offered another position with another company that better fits my career goals.*

Response 2: *No, I haven't found a new position but after taking the time to really think about the company and the role it doesn't seem like the best fit for me. I only want to make a career move if it aligns with my goals and I don't want to come to your company (or take this role) if I wouldn't be completely dedicated to and enthusiastic about the role.*

Objection: Would it help if the salary was larger?

Response: *While, I appreciate the generous offer, it comes down to more than salary. I want to make career decisions based on my goals and what I feel is the best fit and best opportunity for learning and growth.*

Unsolicited Offer:

Response: *I am not currently looking for a new position but I do appreciate you reaching out to me. I am happy with my current role, I still feel like I have a lot to learn from this position and would like to continue where I am.*

Social Offer

Response: *Thanks for the invite but I can't attend.*

Again short and sweet. A social invitation might be hard to keep short and sweet. It's usually an invitation you receive in a text or face to face with a friend so this may not be as cut and dry.

Objection: Awe why not?

Response 1: *I have a lot of work to do and need to get it done.*

Response 2: *I'm honestly really wiped out and need to just relax by myself for a bit.*

Response 3: *I'm really trying to cut back on spending but maybe you can come over for dinner one night next week.*

Romantic Offer

When you aren't interested:

Response 1: *(NAME), thanks for asking me. I think it'd be fun to go see a movie as friends sometimes.*

Response 2: *I don't want to waste your time. I think you're a cool person but I think we should just be friends.*

All of these are hard. It's never easy to let someone down, especially if they are a nice person but remember that giving them false hope is just keeping them from finding the right person.

When you are interested but are busy:

Response 1: *I had a great time the other night but I am very busy with work this week. Can we touch base on Friday after I wrap up this account and try to schedule something for next week.*

Response 2: *Tempting offer but I have plans with friends and I like to keep my promises. Let's plan something another time.*

I love this one because it says, I really would love to do something but I am a busy lady with a lot going on. My world doesn't revolve around you. I keep my promises. I'm loyal and dependable. But let's make a game plan to hang out later, I'm worth the wait. ;D

Side Hustle

When someone emails you asking for feedback you normally charge for.

Response 1: *I'm so glad you found the post helpful. If you would like to set up a consultation you can set up a time on my website here (include direct link).*

Response 2: *I do have a website design business. I really try to keep my work time and personal time separate but here is my card, you can find information on the different packages I offer as well as book a time to talk.*

Response 3 :
Hey (NAME)!

It's awesome you are taking the next steps in your _____. About your question this post might might give you some insight (link). If you'd like to talk more feel free to schedule a consultation here: (link)

Sponsored Post

Response 1: *Thanks for reaching out to me, right now I don't feel like this product makes sense for my audience but I appreciate the opportunity and wish you the best.*

Response 2: *I really appreciate you considering (site name) for a sponsorship opportunity. Right now I am trying to provide my audience with consistent and focused content and don't think this content would be on brand for me. Thank you for the opportunity.
All the best,*

Guest post

Response 1: *Hello,
Thanks for sending over that information. Right now I don't think this is a good fit for my audience. But I wish you the best. If you have any other ideas that are more related to _____ please feel free to send them over.*

Response 2: *Hello,
Right now I'm not taking guest submissions but I will keep your information for when submissions are open again.*

Best of luck,

When they ask you to guest post but you don't have time:

Response 1: Hello,

Thank so much for reaching out to me. At this time my schedule is full. I would love to discuss this further in the future.

Regards,
(name)

When they ask you to guest post for free:

Response 1: Hello,

Thank you for reaching out to me. You can see my current rates here: (link). Please let me know if you have any questions.

Response 2: Thanks for reaching out to me. Attached is a list of my rates. Please let me know if you have any questions.

The point of these scripts are to let you comfortably and confidently say, no. I've tried my best to craft them in a way that isn't harsh but also doesn't leave room for interpretation or debate. If you are in one of these situations just practice saying the words out loud in front of the mirror so they will be more confident. Don't be afraid to put your own spin on them. Many of these also work for text or email. It isn't your job to make others happy at the expense of your own happiness but I do advocate being clear, honest and kind.