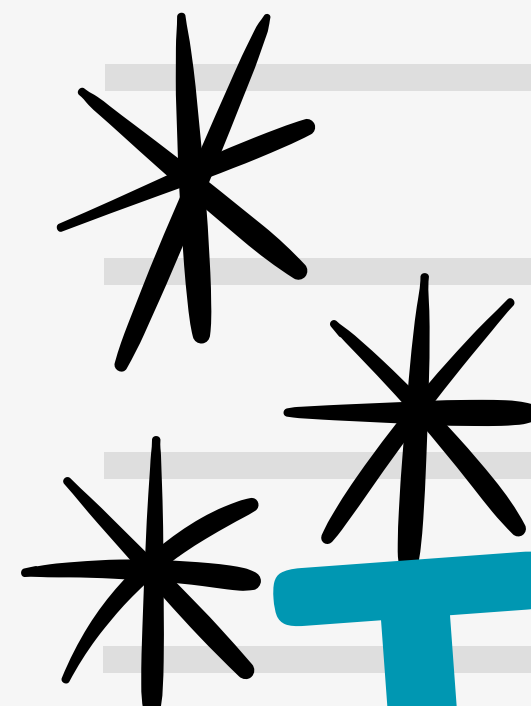
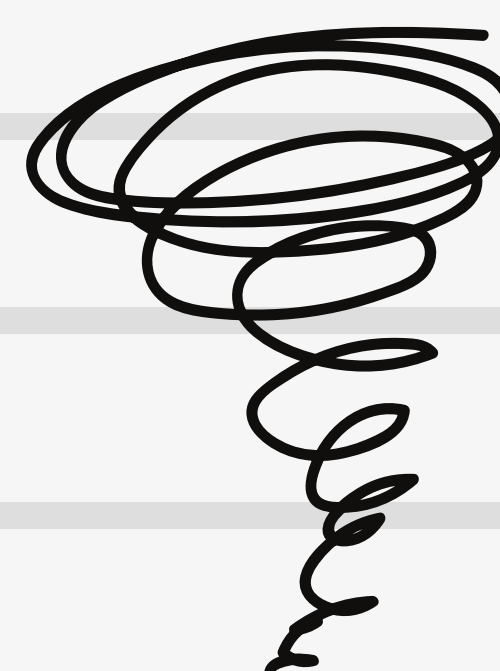
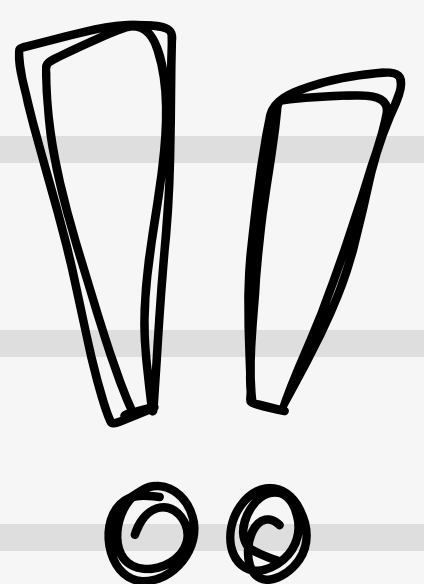
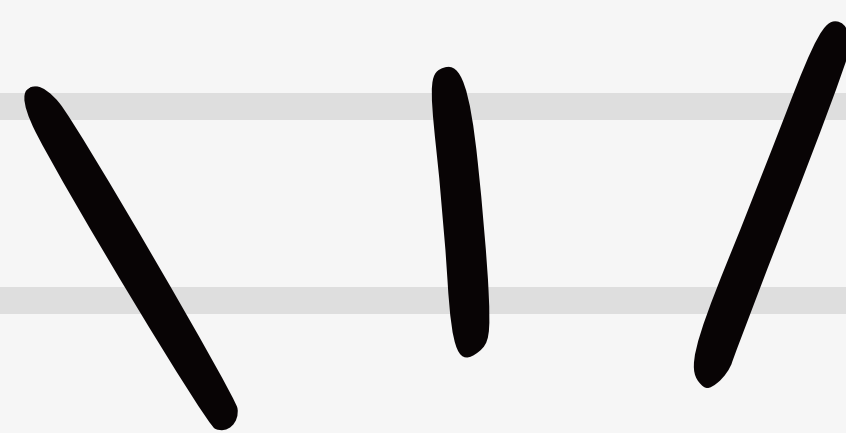


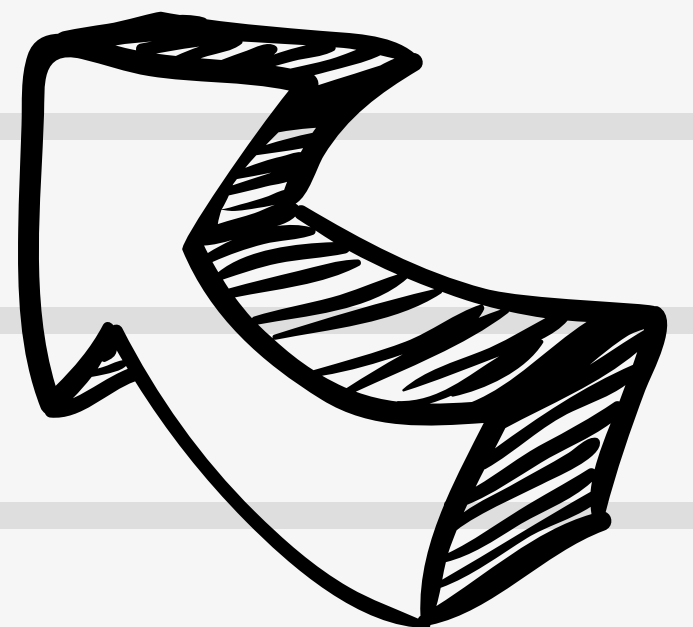


THE ART OF

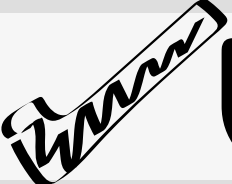
SAYING NO



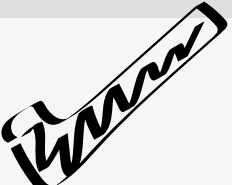
Tayler Thomas, Classified Senate Treasurer
Kristina Oganesian, Classified Senate Vice President
Cypress College

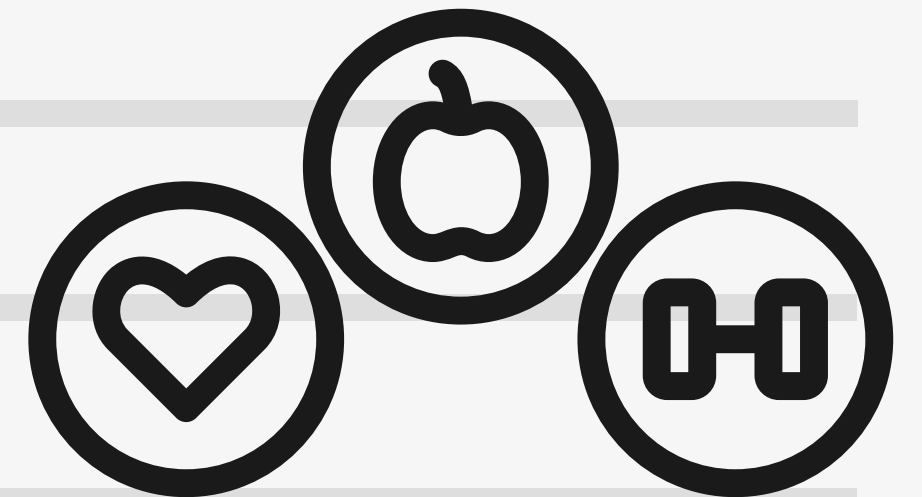


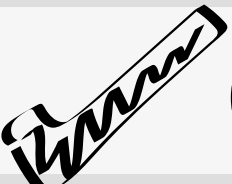
Today's Goals

 **Understand why saying no feels hard**

 **Reframe boundaries as wellness Tool**

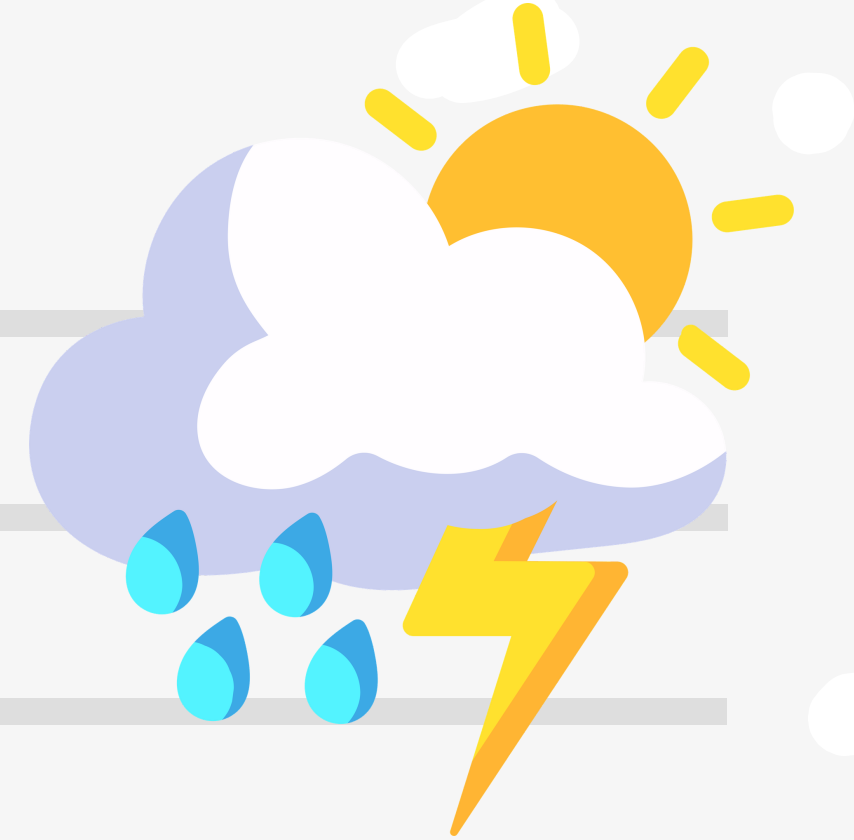
 **Practice realistic language**



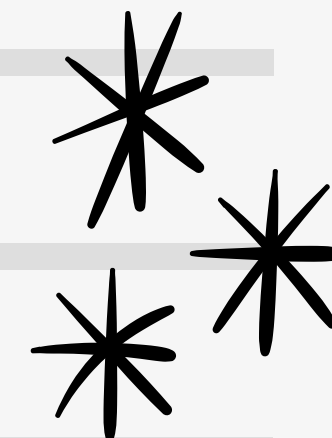
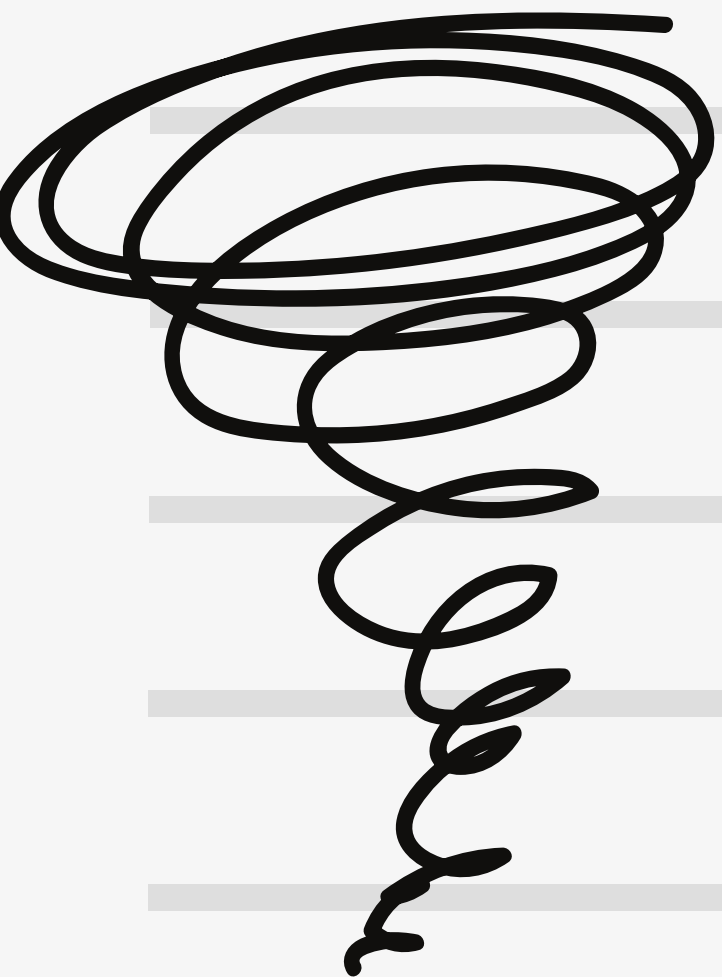
 **Choose one strategy to try**



Room Weather Report!

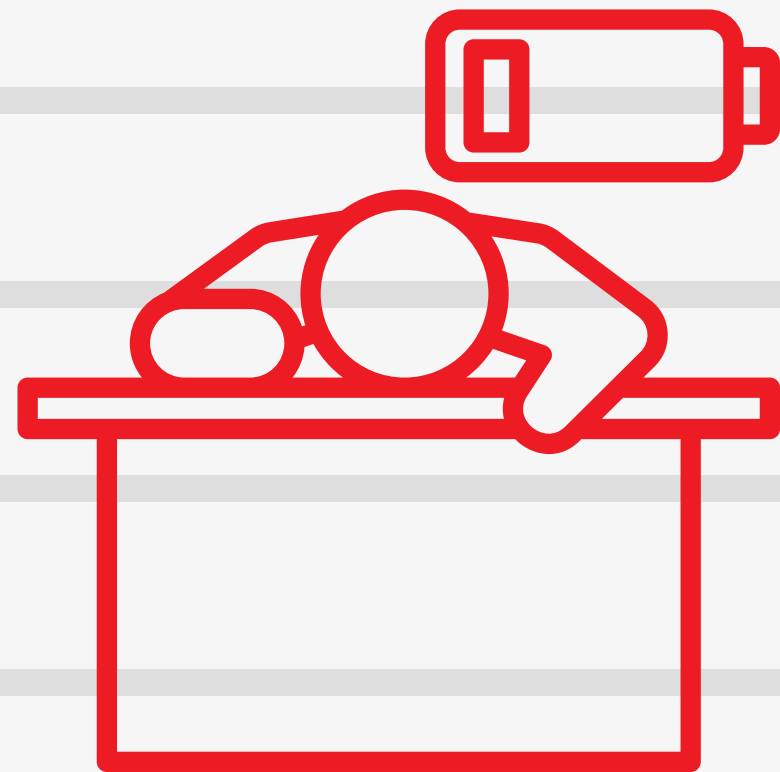


How are you **feeling** today?

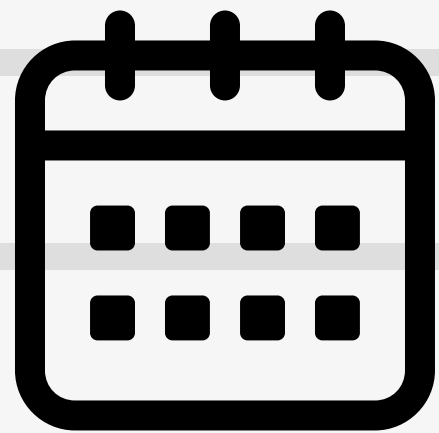


Why does this matter?

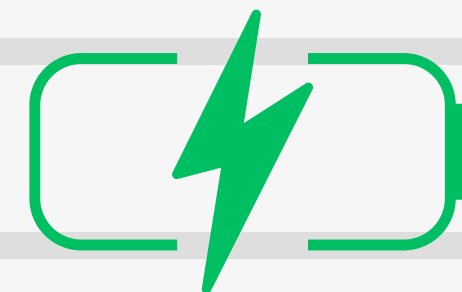
Being **dependable** does
not need to mean
being **depleted**.



Room Weather Report!



How many times have you said **yes** when
you wanted to say **no** in the **last month**?



The Classified “Yes” Trap

**We say “yes”
because we care.**

**We say “yes”
because saying
no feels risky.**

**We say “yes”
because we are
capable.**

YES

YES

YES



YES

The Classified “Yes” Trap

**“Can you help
real quick?”**

**“Just one more
thing.”**



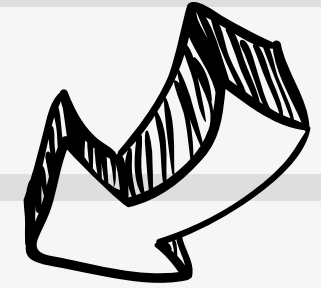
**“You’re so good
at this.”**

“It’s Urgent!”

Classified Reality Check:

Why Saying No is So Hard as a Classified Staff Member

Can you identify with any of these?



Being the go-to
problem solver

Fear of being
replaced!

Fear to be seen as
unhelpful

“Other Duties
as Assigned”

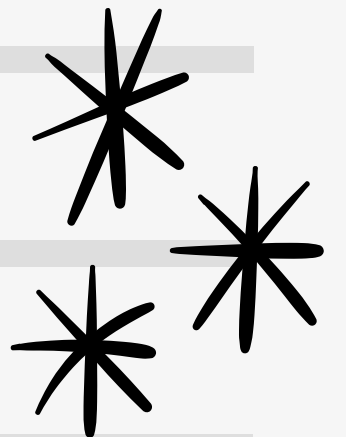
Power dynamics with
IMS & Managers



Pulse Check



What makes saying **no** so **difficult**?



Key & Peele: Can You Be Too Nice at Work?



https://www.youtube.com/watch?v=c6V_zUGVITk

WORKPLACE
ALTRUISM

Illustrated Adam Grant's book:

Give & Take

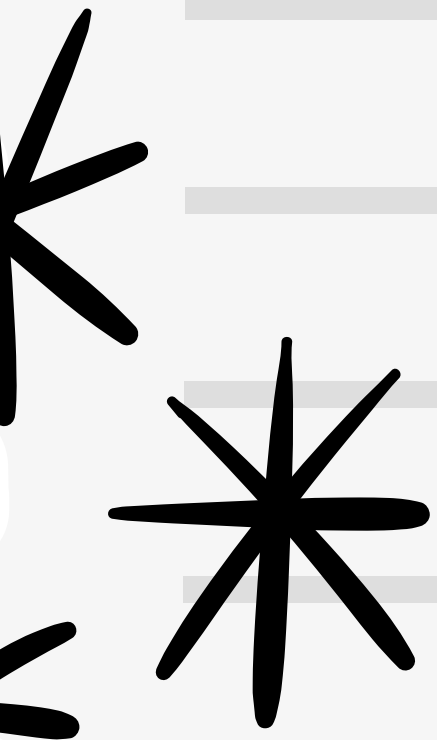
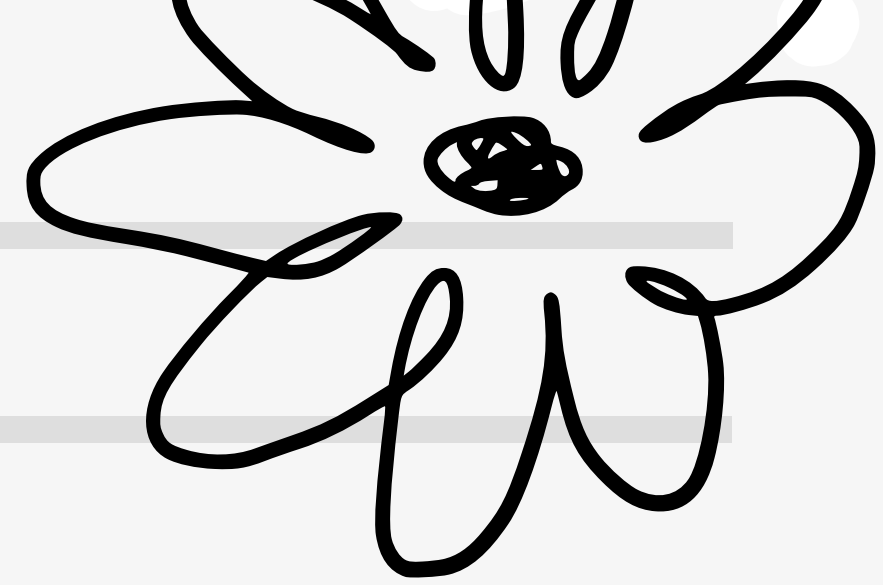
<https://adamgrant.net/book/give-and-take/>

Success... no longer relies solely on talent and hard work. Instead it is deeply tied to **how we interact with others.**

3 Distinct Behavioral Styles

- 1. Takers:** Self-focused individuals who try to get as much as possible from others while giving as little as possible
- 2. Matchers:** Transactional individuals who operate on the principle of fairness, expecting an even trade of favors.
- 3. Givers:** Other-focused individuals who contribute to others without expecting anything in return.

How would you identify??



Illustrated Adam Grant's book: Give & Take

<https://adamgrant.net/book/give-and-take/>

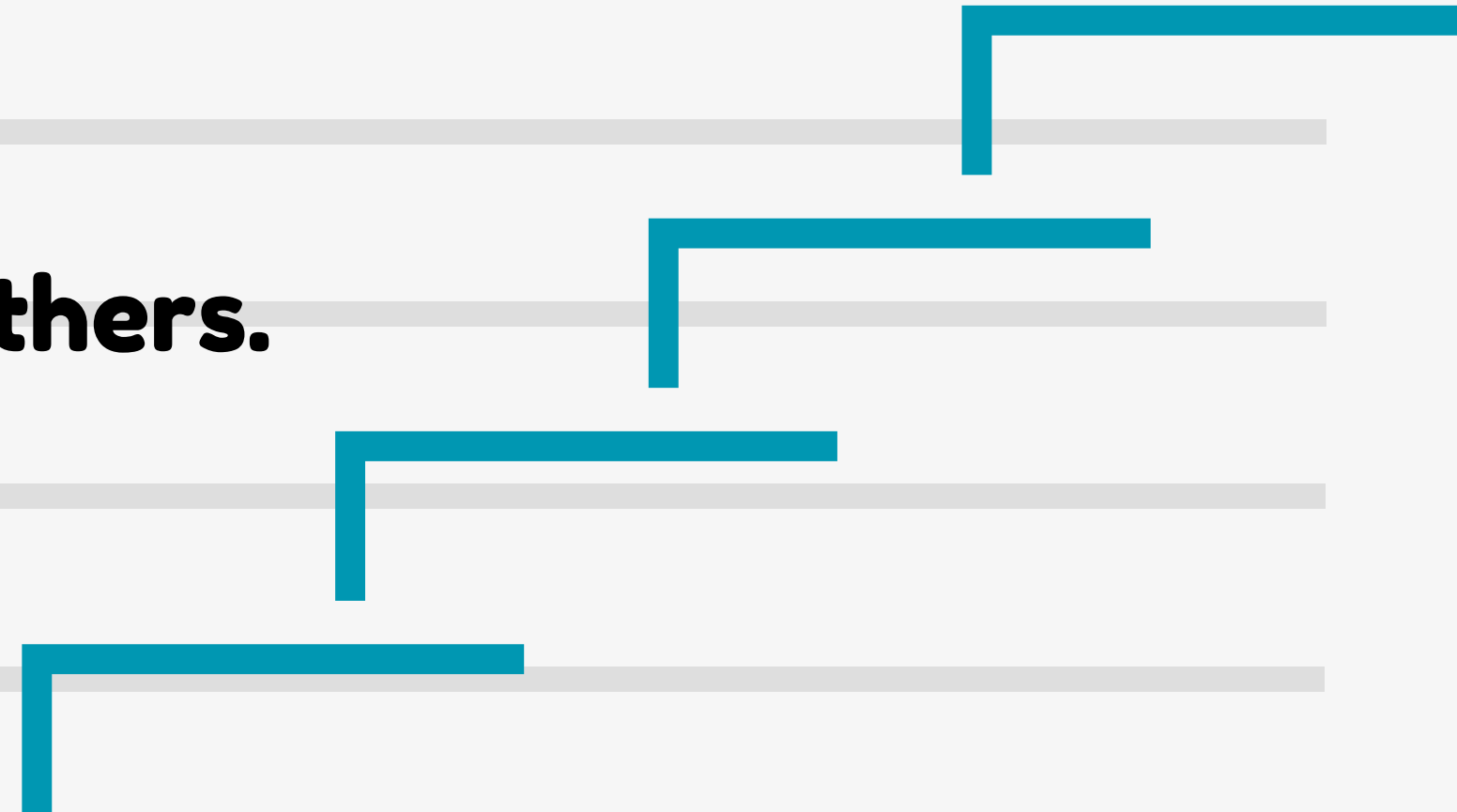


How Helping Others Yields Extraordinary Benefits

BUT - Grant's research reveals that:

“givers occupy both the absolute bottom and the very top of the success ladder.”

The difference lies in how they help others.



Illustrated Adam Grant's book: Give & Take

<https://adamgrant.net/book/give-and-take/>

- **The "Otherish" Advantage:** At the top of the curve are "otherish" givers. They are highly generous but also set strategic boundaries so they don't get burned out or exploited by takers. They view helping others as a way to create value for the whole team, which leads to a massive, organic ripple effect....
- **Enhanced Problem Solving:** Aiding others with their problems forces you to flex your creative muscles...
- **The "Five-Minute Favor":** Grant advocates for the "five-minute favor"—a low-cost action that provides high value to someone else....
- **Improved Well-Being:** Studies cited by Grant show that contributing to others significantly lowers stress, reduces blood pressure, and increases....

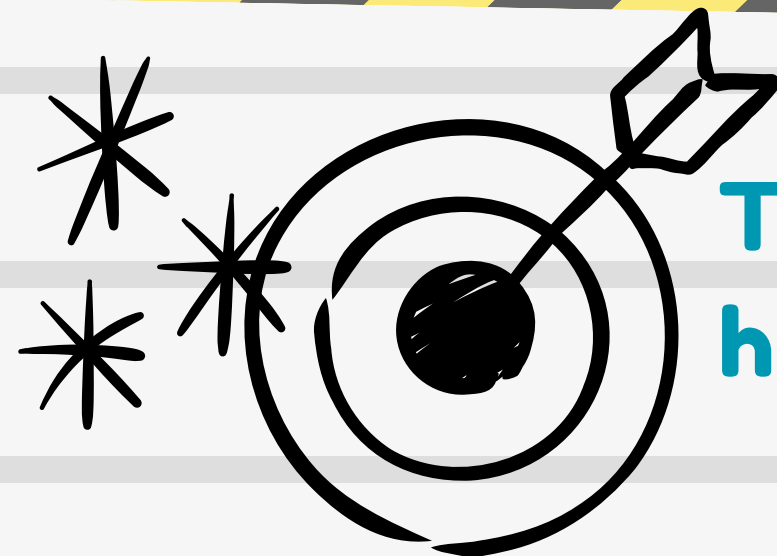


CAUTION

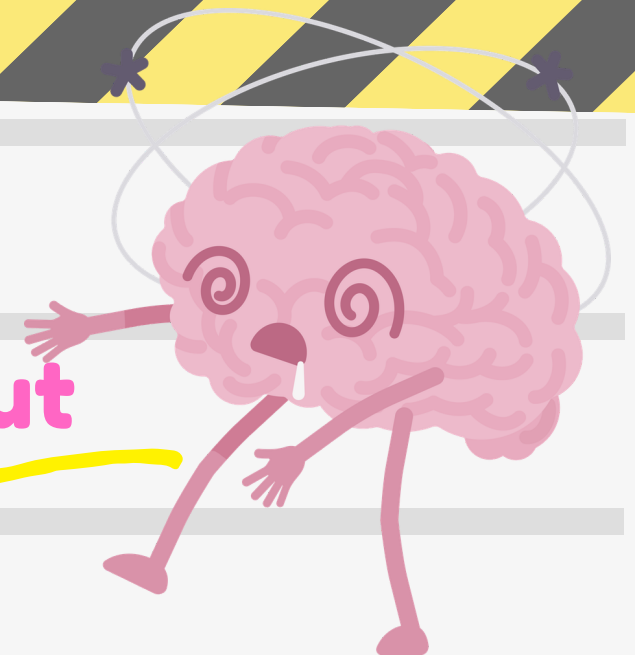
Selfless Givers

At the **bottom of the success curve** are **selfless givers**.

These individuals prioritize everyone else's needs to the point of self-detriment, sacrificing their own time, energy, and health.

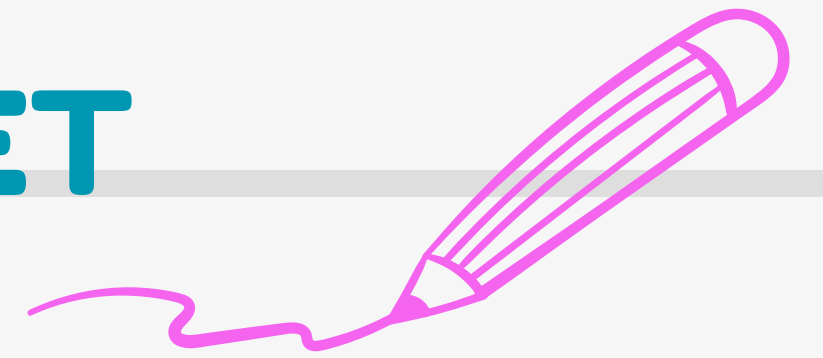


The Ultimate Goal To capture the benefits of helping others without suffering from **burnout**



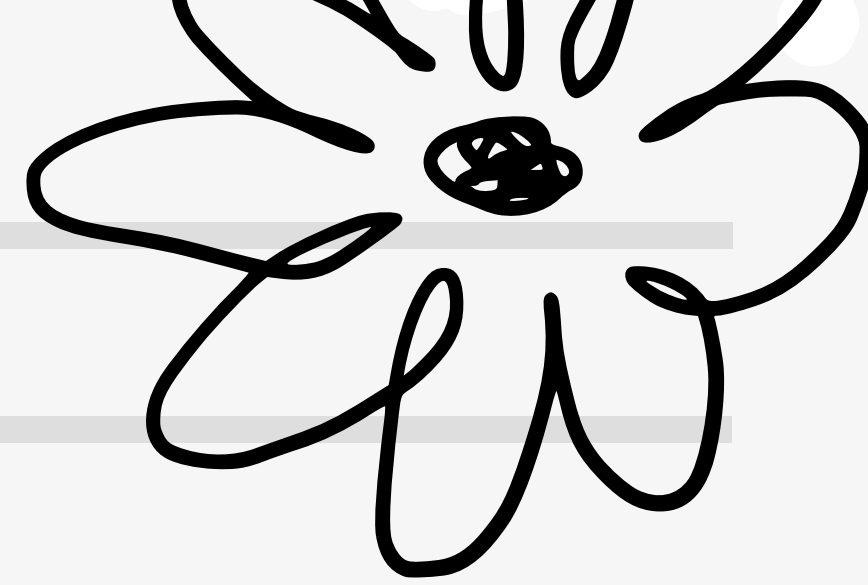
HOW TO SAY NO WITH A YES MINDSET

Source: Adam Grant



- 1. look for ways to help others that also provide mutual benefits to your own goals and interests**
- 2. Direct your most valuable resources and time towards those who match your energy**
- 3. Designate a specific timeframe for addressing requests**
- 4. Evaluate if a request aligns with your core mission or if the cost outweighs the benefit**

Statistics from the CCCCO...



The California Community Colleges system is the **largest higher education system in the nation, serving more than **2.1 million** students annually across **116 colleges**.**

Number of Classified Staff Members: Around 30,000

While not every classified employee works directly with students, it illustrates the enormous scale of support work happening behind the scenes.

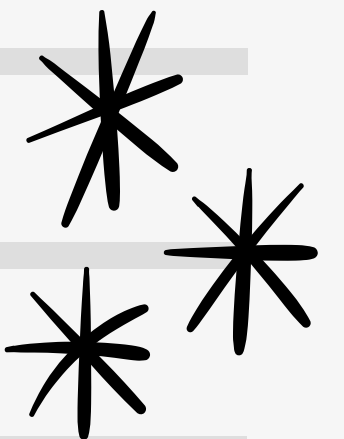
No wonder we are overwhelmed: There will always be another task, another email, another committee, another crisis.



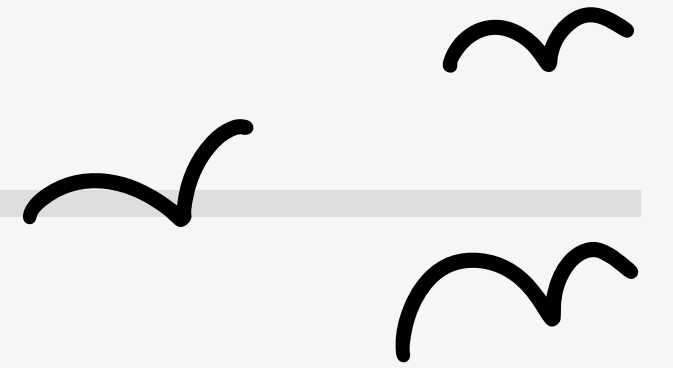
Normalizing Burnout



Which of these things have you done in the past semester?



you Are
Not
Alone



Job Burnout Statistics

What percentage of employees do you think experience burnout?

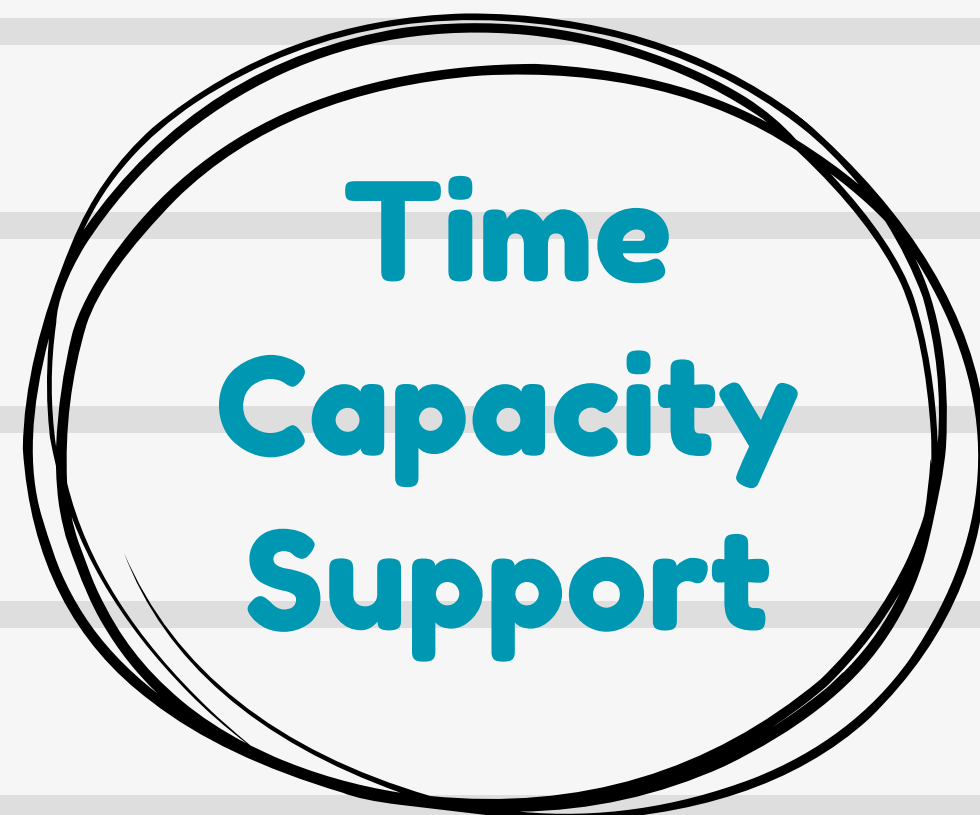
66%

Source: Forbes



Burnout Isn't Personal Failure

Burnout often happens when
high care
meets
low capacity.



No IS NOT Negative

Priorities

Clarity

Wellness

Capacity

Quality



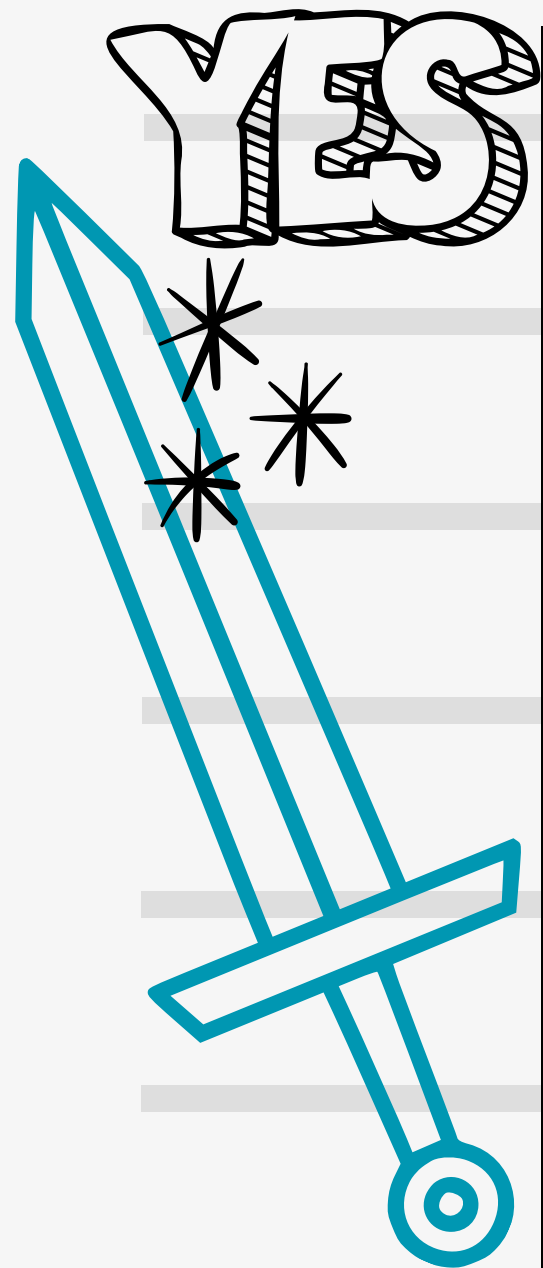
NO AS A WELLNESS TOOL

Every yes is a no to something else.

- **Protecting your peace means choosing those trade-offs consciously.**
- **What are you saying no to when you say yes to everything?**



Kenny Nguyen: The Art of Saying **No**



<https://www.youtube.com/watch?v=FtPRrn5nwAo>

SAYING NO IS NOT REFUSING WORK

**“Saying “No”
does not mean
“I refuse.”**



Sometimes “no” means:

- ☒ I need **priorities** clarified.
- ☒ I need the **timeline** adjusted.
- ☒ I need **support**.
- ☒ I need the right **process**.
- ☒ I need to protect **quality**.

Example time: How to say no professionally



Subtitle

<https://www.youtube.com/shorts/0Y3x5HIkfF4>

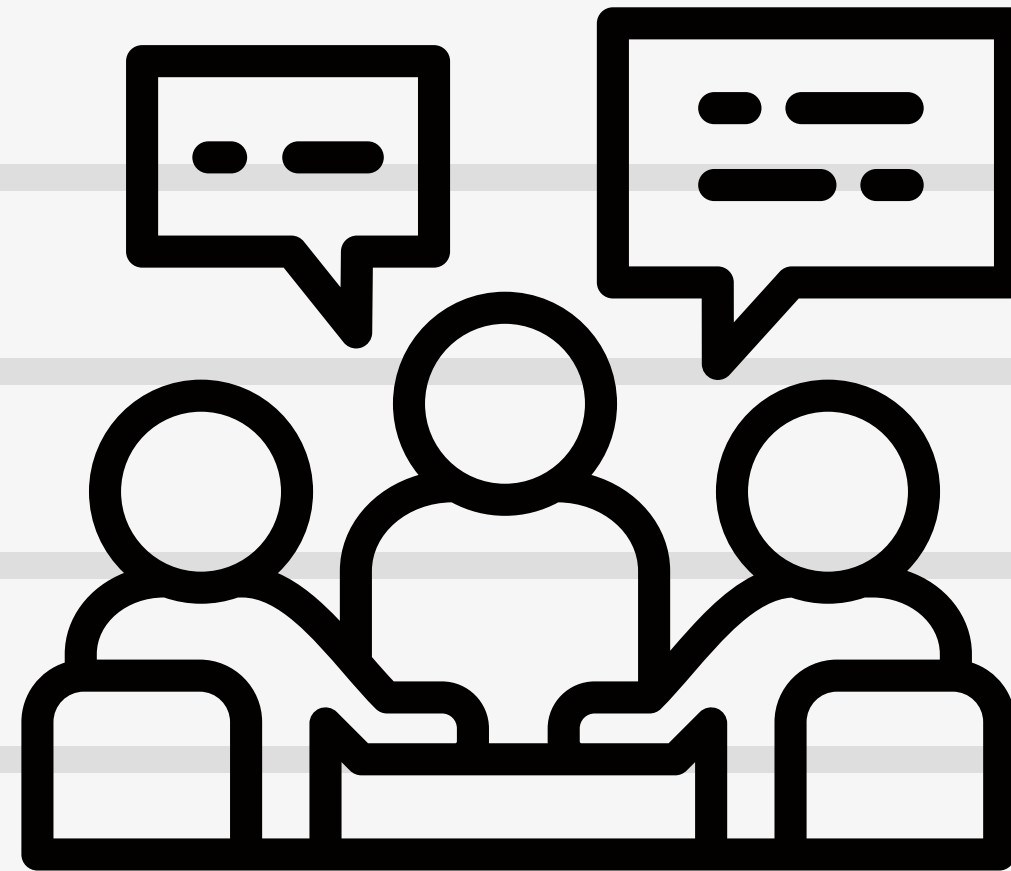
BOUNDARY SCRIPTS THAT ACTUALLY WORK

**“I can help with
____,
but not
____.”**

**“What should I
deprioritize?”**

**“I’m at capacity
right now.”**

**“Let me check
my to-do list
first.”**



**“This is not my area,
but I can find someone
else that can help.”**



BOUNDARIES WITHOUT GUILT

A Boundary is NOT:

- ✗ selfish
- ✗ rude
- ✗ lazy
- ✗ selfish
- ✗ unprofessional

A Boundary IS:

- ✓ sustainable
- ✓ clear
- ✓ sustainable
- ✓ respectful
- ✓ healthy

SCENARIOS FOR SAYING NO



For each scenario, decide...

Yes	Not Right Now	No
------------	------------------------------	-----------

Then ask, what would I say out loud?

SCENARIOS FOR SAYING NO

“Can you join our workgroup/committee? We need classified representation.”

Yes	Not Right Now	No
------------	------------------------------	-----------

SCENARIOS FOR SAYING NO

“Can you help with this big event? It’s not your area, but you’re good at events.”

Yes	Not Right Now	No
-----	---------------------	----

SCENARIOS FOR SAYING NO

“This report/request is urgent. Can you get it done by tomorrow?”

Yes	Not Right Now	No
------------	------------------------------	-----------

WHEN “NO” IS NOT RECEIVED WELL



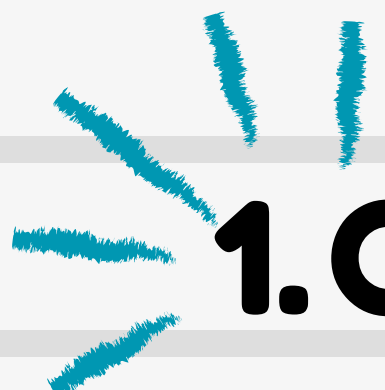
Pause - Stay Steady

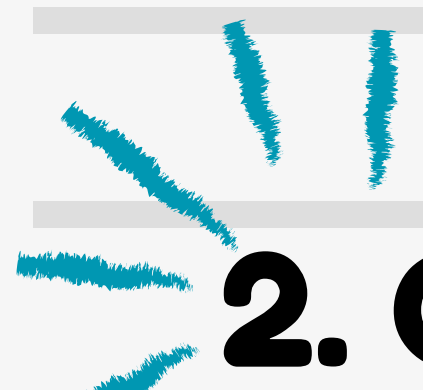
Repeat - Your Boundary

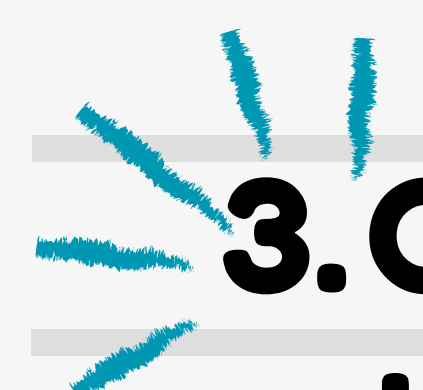
Offer - Other Possibility

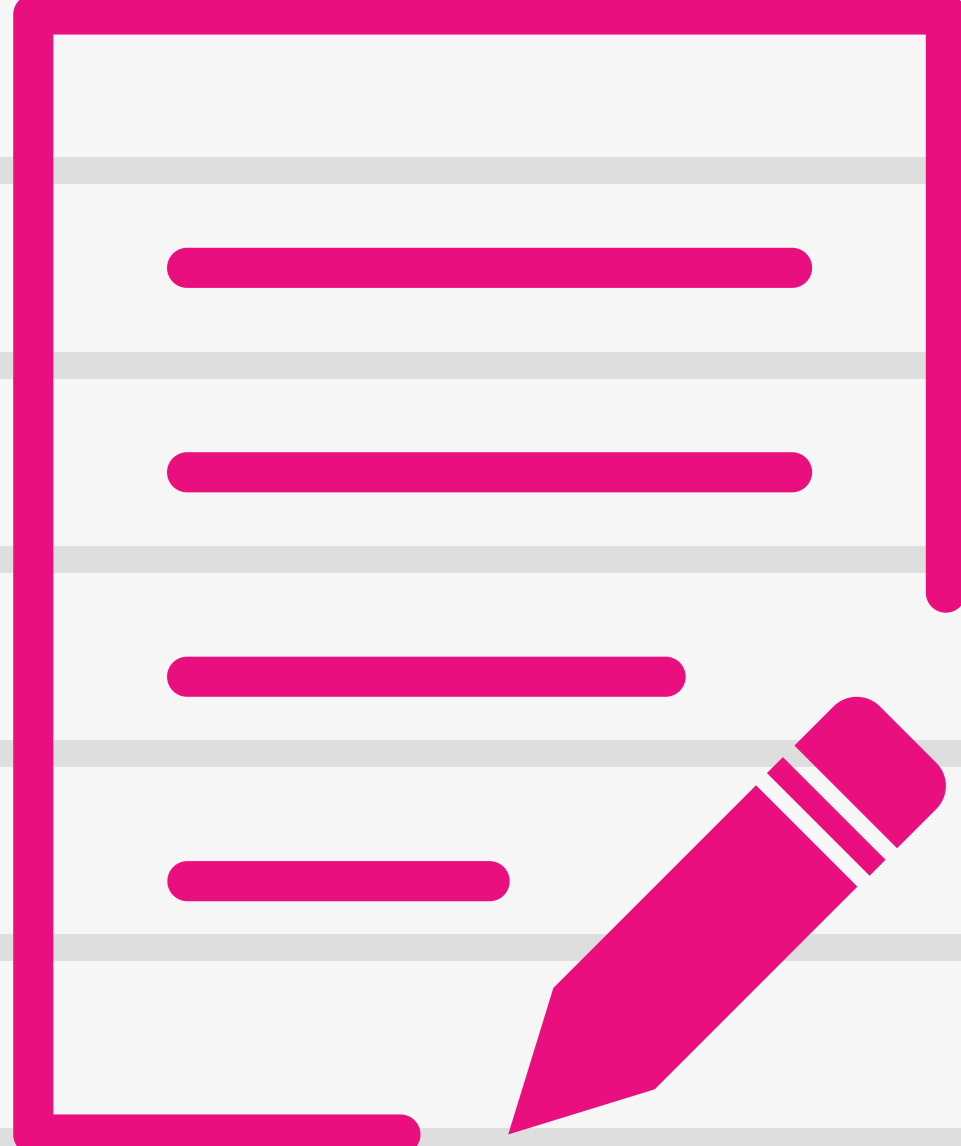
Return - To Priorities

MAKE A PERSONAL COMMITMENT

 **1. One boundary I want to practice:**

 **2. One phrase I can use:**

 **3. One thing I am allowed to release:**



A pink rectangular box containing four horizontal lines for writing. A pink pencil icon is positioned at the bottom right corner of the box, pointing towards the lines.

NO,

THANK

YOU!

