

## Factors to Consider in Asking for What You Want (or Saying “No” to an Unwanted Request)



- 1. Priorities:** Objectives very important? (Is it important to get what I want?)  
Relationship shaky? On good terms?  
Self-respect on the line?
- 2. Capability:** Is the person able to give me what I want? (Or do I have what the person wants?)
- 3. Timeliness:** Is this a good time to ask? Is the person in the mood to listen or able to pay attention to me? (Is this a bad time to say “no”?)
- 4. Preparation:** Do I know all the facts I need to know? Am I clear about what I want? (Am I clear on the facts that I am using to explain why I am saying “no”?)
- 5. Relationship:** Is what I want appropriate to the current relationship? (Is what the person is asking me appropriate to our current relationship?)
- 6. Give and take:** Has the other person helped me in the past? Have I overused his [her] help? (Have I helped the other person in the past? Has he [she] overused my help?)

Which of the above do you need to pay more attention to? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Practice Exercise: Factors to Consider in Asking or Saying "No"

Due Date \_\_\_\_\_

Choose a situation during the week in which it was hard to determine whether to ask for something or to say "no," or how *strong* your request or your "no" should be.

Did you consider each of the factors below? Check off which ones applied. If the factor applied, what was the circumstance, and did considering it lead you to still ask for what you wanted or say "no" to what someone else wanted? Did it make your request or your "no" stronger or weaker?

<input type="checkbox"/>	<u>Describe Circumstance</u>
<input type="checkbox"/> <b>Priorities</b>	_____ _____
<input type="checkbox"/> <b>Capability</b>	_____ _____
<input type="checkbox"/> <b>Timeliness</b>	_____ _____
<input type="checkbox"/> <b>Preparation</b>	_____ _____
<input type="checkbox"/> <b>Relationship</b>	_____ _____
<input type="checkbox"/> <b>Give and take</b>	_____ _____

So, what did you decide to do, and how did it work out? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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## Practice Exercise: Using Skills at the Same Time

Due Date \_\_\_\_\_

Choose a situation during the week that required more than one interpersonal effectiveness skill.

Describe situation: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What were my priorities? (Check all that apply.)

\_\_\_\_ Build/maintain relationship

\_\_\_\_ Get what I want, say "no," or be taken seriously

\_\_\_\_ Build/maintain self-respect

What I said or did and how I did so (check and describe):

\_\_\_\_ Gentle

\_\_\_\_ Describe

\_\_\_\_ Fair

\_\_\_\_ Interested

\_\_\_\_ Express

\_\_\_\_ No apologies

\_\_\_\_ Validate

\_\_\_\_ Assert

\_\_\_\_ Stick to values

\_\_\_\_ Easy manner

\_\_\_\_ Reinforce

\_\_\_\_ Truthful

\_\_\_\_ Mindful

\_\_\_\_ Appear confident

\_\_\_\_ Negotiate

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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