



## Templates for Saying No Gracefully

### **General:**

I'm not able to provide that to you.

I'm can't do that for you.

That won't work for me today.

### **When people want to pick your brain (for free):**

"That's a great question. That's exactly what I talk about when I work privately with someone. Let me know if you ever want to chat about working together."

### **By email when people want to meet with you for free/pick your brain:**

Dear [Name]: Thanks for your interest in meeting with me about [topic]. I get this request a lot. As a result, I have three options available. The first one is free:

1. **My Blog.** I have numerous articles on [topic] available on my site. You can find them all by using the Search feature in the right-hand sidebar of my blog.
2. **Consulting.** I do a limited amount of consulting on this [topic]. My minimum is a one-hour consultation (not including travel time). Though I am expensive, I do provide a discount on half-day and full-day rates. I would be happy to explain how that works if you are interested.
3. **Speaking.** I also speak on this topic. I have a one-hour speech called "[Title of Speech]" I also have done half-day and full-day seminars. If you are interested in this option, you might want to start by checking out my Speaking page on my website.

Thanks again for your interest. Let me know if I can provide anything further.

### **Vendors wanting an appointment to pitch their product.**

I get all kinds of emails from vendors fishing for leads. Most of the time, they haven't taken the time to learn anything about my business or my specific needs; they are just trolling. My spam filter catches most of these. I delete the rest without responding. The act of sending me an email doesn't obligate me to respond. The only exception I make is if someone I know referred the person or I have actually met them.

### **When people ask you about everything instead of directly contacting the appropriate person:**

That's not my area of expertise, but I would be happy to connect you with someone who could best help you solve this problem.

### **When someone starts talking about a problem that you could potentially help them with but you don't have time to handle and is not your responsibility:**

Wow. I can really understand how that would be hard. (Then say nothing more—just nod, smile, and release the problem when you walk away.)

### **When asked to do something optional that you can't commit to right now:**

I appreciate you thinking of me, and I'm honored by the request. But unfortunately, I can't participate right now. I think you would benefit from finding someone who can devote time and energy to this project.

### **When asked to do something work-related on the weekend:**

I'll be happy to do it -- but I do charge 50% extra for weekend work.

(Just be prepared to take on the work -- and make extra money -- if you take this particular approach!)