1. **Be clear of your** vision (This is what you want to say yes to. Everything else = No)

2. **Know the** implications **of** saying yes (The more you say yes, the further you drift from your vision)

3. **Realize** saying no **is** okay

4. **Use the** medium **you're** most comfortable **with** (Facebook, IM, email, face-to-face - Whatever works)

5. **Keep it** simple (You don't owe anyone explanations)

6. **Be** respectful (Value the other party's stance)

7. **Provide an** alternative (Only if you want to)

8. **Make yourself** less accessible (Provide your contact only to those important to you)

9. Write everything **down** first (To process your thoughts)

10. Delay **your response** (No need to reply right away)