



**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)