

Prepared phrases make it far easier to hold the line in the moment. Identify why you say yes when your gut says no, write your go-to scripts, then define one boundary precisely and plan how you'll communicate it.

1 · My “Yes” Triggers

- Fear of missing out
- Guilt
- People-pleasing
- Fear of conflict or disappointing someone
- Sense of obligation
- I can't judge my own capacity in the moment

My top 1-2 triggers, in my own words:

2 · My Go-To “No” Scripts (fill in, then practise out loud)

The clean decline:

“Thanks so much for thinking of me, but I won't be able to take that on right now.”

The full plate:

“My schedule is fully committed at the moment, so I'll have to pass.”

The time-buyer (buys you thinking room):

“I need to check my capacity before committing. Can I get back to you by _____?”

My own version, in my voice:

3 - One Boundary, Defined Precisely (Week 9)

Where the boundary is needed most (person / situation):

The boundary, unambiguous (what is acceptable, what is not, what I will do):

How I'll communicate it (calm, clear, kind, firm; "I" statements):

When it gets tested (and it will), I will:

Reminder

Boundaries aren't walls; they're the lines that protect your values, energy, and priorities. Expect pushback. Repeat calmly. Don't apologise excessively. Consistency is what teaches people you mean it.