

Week 31

Say No Intentionally



8/3/26

Why it Matters: Every yes requires time, energy, attention, or resources. Intentional leaders evaluate those tradeoffs before committing so they can protect their priorities, their people, and the quality of their work.

This Week's 1% Better Practice:

Practice the Priority Pause. Before saying yes to one new request this week, pause and ask yourself: "Does this support one of our current priorities? If I say yes, what am I willing to move, delay, or deprioritize to make room for it?" Do not automatically say yes. Make the tradeoff visible before making the commitment.

Applying It:

Name Your Priorities. What are your team's top 3 priorities right now?

Priority #1: _____

Priority #2: _____

Priority #3: _____

Identify the Competing Yeses. What are you currently doing, considering, or being asked to take on that does not clearly support those priorities? _____

Make the Tradeoff Visible. Choose one request or commitment above. If you say yes, what will it cost?

- | | | |
|---|--|---|
| ☐ Another priority will be delayed | ☐ Quality may suffer | ☐ Strategic work will get pushed aside |
| ☐ My team will need to work beyond reasonable capacity | ☐ Additional resources will be needed | |
| ☐ Other: _____ | | |

What would need to move, change, or stop to make room? _____

Choose Your Intentional Response. Which response fits best?

- | | |
|--|---|
| ☐ No. This does not align with our priorities | ☐ Not now. This matters, but the timing is not right |
| ☐ Yes. We can do this if another priority moves | ☐ Yes, differently. We can reduce the scope |

Practice the Language. Complete the sentence:

"Given our current priorities, _____. If this needs to move forward now, we will need to _____."

