

The  
**People-Pleaser's Guide**  
to Saying  
"No" Without the Guilt



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**BETTER BOUNDARIES  
BETTER LIFE**



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# The People-Pleaser's Guide to Saying "No" Without the Guilt

Hello Friend,

If you are opening this guide, you may be feeling overwhelmed with life's many commitments. There's just not enough of you to go around, is there?

I know – I've been there, too.

I'm here to assure you that there is hope! If you are willing to do a little work, you will be able to reorient yourself and find balance in life. It begins with thought, intentionality, and creating healthy boundaries.

**The People Pleaser's Guide to Saying "No" Without the Guilt** is designed to help get you started. Inside you'll find four tools to help you begin walking away from a life that exhausts you.

The first tool, **Thinking Questions for the Intentional Woman**, will help you think about your activities and how you are spending your time. As you identify areas of tension, you will be able to discern areas where you can begin making the changes you desire.

The second tool, **8 Tips for the Exhausted Woman**, will give you strategies you can use to help you manage your time. You can't always control what comes your way, but you can control how you handle it.

The third tool is my favorite – **How to Say No Without the Guilt**. The "without the guilt" part takes time practice, and courage, but in time you'll be able to give a confident "no." These examples are a place to start when you need a graceful ways to respond to someone's request.

The fourth tool, **Declarations for a Balanced Life**, will give you statements to remember and repeat as you work on setting boundaries and keeping a healthy balance in life.

## Better Boundaries ~ Better Life!

Thank you for visiting my website and downloading this guide. If you are struggling with overcommitment and need to create healthy boundaries, life coaching can help. Contact me at [leslie@leslieneumancoaching.com](mailto:leslie@leslieneumancoaching.com) and we'll chat!

Sincerely,

*Leslie Newman*

P.S. Let's keep in touch on [Facebook](#)

## *Thinking Questions for the Intentional Woman*

Think about some different areas of your life and how you spend your time in these areas (your home life, your relationships, your family, your job, etc.). Where are you most satisfied? Where are you least satisfied?

As you think about how you are spending your time, what's missing? What do you wish you could do or have, but can't because there's not enough time for it? (This could be an event, a dream or desire, or deeper connection in relationships.)

What things energize you? What things are you doing that drain your energy? Try to be specific.

Does the way you spend your time bring you fulfillment?

On a scale of 1-10, how do you feel about your life right now? What would you like that number to be? How would you feel if the number was where you want it to be?

What are your priorities and your values? Does the way you spend your time align with the things you value?

Do you know your purpose during this season of life?

What percentage of time do you spend doing things you feel called to do? What would you like that number to be?

As you reflect on the questions above, What intentional steps can you take to start changing the things you want to change? What boundaries or limits might help you with the changes you desire?

*Are these challenging questions for you? They were for me, too. If you'd like a partner to walk alongside you as you find answers, contact me at [leslie@leslienewmancoaching.com](mailto:leslie@leslienewmancoaching.com) to schedule a zero-commitment inquiry session.*

## 8 Tips for the Exhausted Woman

### ▶ **It's OK to say "No"**

If you are struggling with an overcommitted lifestyle, saying "no" will keep you from adding even more things to an already full plate. It's healthy and necessary to say "no" in life.

### ▶ **Guard Your Time**

Time is precious. You can't get it back once you give it away. Giving away too much of your time keeps you from having the ability to do the things God created you to do.

### ▶ **Set Boundaries**

Setting boundaries is healthy and can be immensely helpful in balancing out an overcommitted life. Boundaries help you keep what is yours and let go of what is not. Learn about boundaries and begin implementing them in your life to free up your time and energy.

### ▶ **If You Add, Remember to Subtract**

If you decide to take on a new commitment, consider taking something off your plate before you accept it. This will help keep things balanced!

### ▶ **Know your Values**

Your values help establish who you are and who you are not. They are defining boundaries that lead you to wise decisions and a life that is alignment with who you are.

### ▶ **Know Your Purpose**

God created you for distinct purposes. Knowing your purpose in life will point you in the right direction when you consider your commitments. One of the most valuable pieces of paper that you will ever own is the one that states your values and purpose. Having this in front of you takes away the guilt of saying, "No."

### ▶ **Do Less for More Impact**

When overcommitment spreads you too thin, you can't reach your full potential in any area. In doing less, you have more mental energy and your work and life will have far more impact.

### ▶ **Pray**

Ask God to help you sort out your commitments, discover His purposes, and get you on track with managing your time for the most impact which leads to a life that is fulfilling and lived for God's glory.

*Would you like to learn more about how better boundaries can give you a better life? Contact me at [leslie@leslienewmancoaching.com](mailto:leslie@leslienewmancoaching.com) and we'll set up a time to chat!*

## How to Say “No” Without the Guilt

Here are some real-life examples of how to say “no” gracefully. You’ll also find these answers are guilt-free because they come from having healthy boundaries and knowing your values and purpose.

➡ “I am keeping my life balanced so I don’t overload myself or my family. I’m unable to take new commitments at this time.” *(You are considering your needs and the needs of others around you.)*

➡ “I’ve got too much on my plate right now, and I don’t have the time it would take to do a good job on that project.” *(You are being responsible and don’t want to take on a job if you don’t have enough time to put into it.)*

➡ “I can only work on one project at a time. Check back with me at a later date and I’ll let you know if I’m available.” *(You are protecting your mental bandwidth.)*

➡ “I’m not the right person for that job. Someone else is more suited to that position.” *(Taking on something that you aren’t suited for means you are taking that position away from someone else who was meant to do it! Leave the space open so the right person can find it.)*

➡ “I’m unable to work in that area because that’s not where God is calling me to work in this season of life.” *(You know your purpose and you are making sure you have the time and energy to put into it.)*

➡ “As much as I would love to do that, taking on that position would take time away from the things that God has called me to be involved in right now.” *(You are protecting your time and energy so you can do what God has called you to do.)*

➡ “I can’t give you an answer right now. Let me pray about it, and I will get back to you.” *(You are taking time to listen to God before you answer.)*

Are you ready to see how better boundaries can guide your decisions and help you say “no” without the guilt? Contact me at [leslie@leslienewmancoaching.com](mailto:leslie@leslienewmancoaching.com) and we’ll set up a time to chat!

## Declarations for a Balanced Life

Repeating the declarations below will help you keep a healthy life-pace so you can  
**Live the life you were created to live!**

➡ **I say no when necessary** which helps me lead a well balanced life that does not lead me or my loved ones to frustration, overload, or resentment.

➡ **I guard my time.** I do not give away too much of my time to things outside of my God-given purposes.

➡ **I set healthy boundaries** around my activities so I can use my time wisely.

➡ **I seek to live a balanced life.** If I add a new commitment to my schedule, I will try to let something else go.

➡ **I do less for more impact.** I choose to focus my time in places where I can have the maximum impact.

➡ **I know my purpose** in life, and my commitments allow me the space and time needed to fulfill it.

➡ **I talk with the people closest to me** for other perspectives before taking on new commitments.

➡ **I pray, asking God for His direction,** strength, and wisdom as I make decisions about my commitments.