

Before You Say Yes

For adults who sometimes agree quickly, then feel resentful. Helps you notice pressure, check capacity and choose an honest response. Making the cost visible can support a more considered decision.

How to use this sheet

1. Choose one ordinary, low-risk request from someone respectful.
2. Read the fictional example. Prepare your own response on page 2.
3. Try the response if suitable; review the actual outcome on page 3.

A fictional example: Alex

The request: A friend asks me to help move for the whole of Saturday.

My pressure or prediction: I feel anxious and think they will see me as uncaring if I offer less.

My capacity and choice: I want to help. I can manage two morning hours and need the afternoon to rest.

My pause and answer: I will check and reply tonight. Then: I can help from ten until twelve.

What happened and what I learned: They wanted more help but accepted the morning. I felt guilty and kept my offer. Disappointment was not the same as rejection on this occasion.

Safety first: do not practise refusal where it could lead to threats, violence or punishment. Seek appropriate support instead. Work and caring duties may need negotiation, advice or practical help.

Prepare one response

Pause -> check -> choose. A yes, a no, a smaller offer or a question can each be a considered answer. You do not need to feel confident first.

1. The request

What is being asked, by whom and by when?

2. My pressure or prediction

What do I feel or fear might happen if I do not agree?

3. My capacity and choice

What would it cost? What do I want, value or need to consider?

4. My pause and answer

For example: Let me check. / I can do this part. / Which task takes priority?

Try, then review

Use a compatible PDF reader to type in the fillable edition. Save a copy, close it and reopen to check your entries. For longer notes, use a separate page. Keep private writing safely.

5. What actually happened?

What did I try? What did they actually say or do? Include any practical impact.

6. What did I learn?

How did this compare with my prediction? What remains uncertain?

7. What would help next time?

Repeat, adjust, repair, seek support or choose a different task?

Quick reflection: Did I notice pressure? Did I consider capacity? Was my answer understandable? What support would help? Optional: repeat with another suitable small request.

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