

Say No to Your Boss?



Your boss assigned a new project to you and you have no idea how you'll get it done. Can you say no to your boss, though? You can if you have good reason. You just need to further evaluate whether you have good reason to reject the task. Here are some of the self-answering questions which can guide you in deciding to reject your boss.

Following that are bad reasons to say no, and then good reasons. Then once you've made up your mind, there's advice on how to present your decision to your boss.

Questions for Yourself

- Am I already working on several assignments that leave me no time for this one?
- Can I delegate some of my other work for this assignment?
- Can I put some of my other assignments on the back burner while I work on this one?
- Will taking on this assignment affect my other work?
- Do I absolutely lack the skills to complete this assignment?
- Am I the only person who can successfully complete this assignment?

Good Reasons to Reject

Decide carefully before you turn down the assignment, if your boss is fairly reasonable, he or she should be able to understand these reasons:

- There simply aren't enough hours in to work on it in that assigned period, you will not be able to attain them in time.
- My other work will be badly affected if I take on this assignment.
- I don't have the necessary skills to complete this project

Bad Reasons to Reject

While the reasons listed here may seem important to you, they probably aren't good enough for your boss. Think again if you are going to reject due to the following reasons:

- It isn't part of my job description.
- The project looks too difficult.
- I'm in the middle of planning my wedding and can't focus on anything right now.

Way to Say No to Your Boss

If you decide to say no to your boss, be prepared to offer a good reason for doing so. You will have to explain your reasons thoroughly so your boss realizes you considered the situation carefully. Give your boss prompt reply so he or she has enough time to assign the work to someone else or delegate some of your other projects to one of your co-workers so that you can work on this one.

- If your reason is that you don't have enough time to work on the project, prepare a list of the other projects on which you're working on. He may not even be aware of them if he is not the one assign them to you; while if he did assign the other projects, he may want you to work on the new one instead.
- Explain to your boss how can it suffer your current assignments if your accept the new one. He/she will appreciate your honesty and your dedication to your other projects.
- If you don't have the necessary skills to complete this assignment, admit this to your boss. It would be worse to pretend you can do something you can't. While if you are unsure about your skills, clarify to your boss too, so he/she will not be disappointed due to their expectation earlier. Question if future you will need this skill for future assignment.