

Dialectical Behavior Therapy (DBT)

Worksheet: Improving Your Ability to Say No

Client's Name: _____ Date: _____

Introduction: Saying "no" is an important skill that can help you maintain healthy boundaries and manage your own well-being. This worksheet is designed to help you strengthen your ability to say "no" when necessary. It will guide you through a series of exercises and reflections to build your assertiveness and enhance your self-care.

Instructions: Take your time to complete each section thoughtfully. Be honest with yourself and remember that this process is about personal growth and improvement. If you find certain sections challenging, discuss your thoughts and feelings with your healthcare practitioner for further support.

1. Recognizing Your Needs:

Think about situations where you've found it difficult to say "no" in the past. Write down at least three examples where you wished you had said "no" but didn't. For each situation, briefly describe:

1. The scenario or context.
2. Your feelings and thoughts at the time.
3. The consequences of not saying "no."

Example: Scenario 1: A co-worker asked me to cover their shift on my day off.

Feelings/Thoughts: I felt guilty and worried about letting them down. Consequences: I ended up canceling my plans and felt resentful about it.

1.

2.

3.

1. Identifying Your Triggers:

Reflect on what triggers your difficulty in saying "no." It could be fear of disappointing others, anxiety about conflict, or a desire to be liked. Write down your main triggers and the emotions associated with them.

Triggers: _____

Emotions: _____

2. Understanding Your Values:

List your personal values and priorities. Consider how saying "no" aligns with these values. How can asserting yourself and setting boundaries help you live in accordance with your values?

Values/Priorities:

1.

2.

3.

3. Practicing Assertiveness:

Role-play saying "no" in front of a mirror or with a trusted friend. Practice using a calm and clear tone. Focus on maintaining eye contact and confident body language. Note any discomfort you feel and work on managing it.

Describe your role-playing experience and any insights gained:

1. The Power of Delay:

Acknowledge that you don't need to give an immediate response. Practice saying, "Let me think about it and get back to you." This allows you to evaluate your schedule and priorities before committing.

Write down a phrase you can use to delay your response:

1. Setting Boundaries:

Learn to express your limits directly and respectfully. Use "I" statements to communicate your needs without blaming others. Complete the following sentence:

"When [describe situation], I feel [describe your emotions]. I need [state your boundary/request]."

Example: "When I have a full workload, I feel overwhelmed. I need to focus on my current tasks before taking on more."

Practice creating "I" statements for two scenarios:

1.

2.

2. Rehearsing Empowered Responses:

Anticipate situations where you might need to say "no." Write down possible responses that align with your values and boundaries. Rehearse these responses mentally or with a friend.

List three empowered responses you can use:

1.

2.

3.

3. Reflecting on Progress:

After applying the techniques from this worksheet, reflect on your experiences. Have you been able to say "no" more comfortably? How have your relationships and well-being been impacted?

Write about your progress and any changes you've noticed:

1. Seeking Support:

If you continue to struggle with asserting yourself and saying "no," consider discussing your challenges with your healthcare practitioner. They can provide additional guidance and support tailored to your situation.

Conclusion: Remember that building the ability to say "no" is a gradual process. By practicing these techniques and reflecting on your progress, you're taking important steps toward improving your assertiveness and overall well-being.