

The 10-Second Say-No Scripts Card

Use this before your next default yes.

1. The 10-Second Method

1-2 Sec

Pause

Say nothing yet.
Two seconds of silence is not rude.
It is the start of a considered response.

2-3 Sec

Ask the capacity question

If this were due tomorrow morning, would I regret saying yes today?

- No, I can take it.
- Maybe, I need to check.
- Yes, I should not commit immediately

3-5 Sec

Use a script

Do not explain everything.
Use one clear, warm line.

2. Ready Scripts



For a colleague or peer

I want to help with this properly. Let me check what I have and come back to you by end of day. I do not want to say yes and then not deliver.



For a senior or manager

I want to make sure I do this well. I currently have X and Y on my plate. Can you help me understand what should shift to make room for this?



For someone you want to please

I want to give this the attention it deserves. My earliest is [specific date]. Would that work, or is there a hard deadline I should know about?

3. My version of the script

When I feel pressured, I will say:

4. 7-Day Default Yes Tracker

0 = Considered response | 1 = Delayed yes / checking capacity | 2 = Regretted yes

Day	Request I received	Score	What made me say yes / pause?
Day 1			
Day 2			
Day 3			
Day 4			
Day 5			
Day 6			
Day 7			



A considered yes builds more trust than a default one.

Vallabh Chitnis Co-Founder, IntuiWell | Personal Growth & Mindset Shift

WhatsApp Now: [+91-9175330500](https://wa.me/+91-9175330500)