

# When to say 'yes' and how to say 'no'

Learn more about setting personal and professional boundaries with these short LinkedIn Learning videos. Complete as many as you're able and find additional resources at [udel.edu/hr](https://udel.edu/hr)



| Monday  | Wednesday  | Friday   | Additional Resources  |
|---|--|--|---|
| <a href="#">Boundaries 101</a><br>(3m 46s)            | <a href="#">Benefits of Boundaries</a><br>(3m 43s)     | <b>Activity:</b><br>What categories of your life need boundaries?  | <a href="#">Worksheet: How to Set Boundaries</a><br>(Positive Psychology)   |
| <a href="#">When to Say 'Yes'</a><br>(2m 57s)         | <a href="#">Establish Role Clarity</a><br>(3m 45s)     | <b>Activity:</b><br>The next time you want to say 'yes' to something, take time to consider whether it aligns with your priorities and capacity. | <a href="#">UD Mental Health Resources</a><br>(Working at UD Handout)   |
| <a href="#">Saying 'No' is not Selfish</a><br>(4m 1s) | <a href="#">A Template for Saying 'No'</a><br>(2m 40s) | <b>Activity:</b><br>Practice saying 'no'!  | Join our virtual discussion on the first Friday of every month, noon-12:30 p.m. to discuss the prior month's content<br><br>Add to your <a href="#">Google Calendar</a><br>Add to your <a href="#">Outlook Calendar</a> |