

WhiteSpace SUPERSCRIPTS

It's hard to find the right language in sensitive situations. Try these simple phrases to help you through the times when you need to express yourself but just can't find the words.

#1 **PROBLEM:** A certain colleague is always asking you to do work they should really handle themselves.

GOAL: To slowly and gently get them to stop asking so much of you

SUPERSCRIP SENTENCE: "I can do this for you this time, but I can't do this for you every time."

WHY IT'S SO EFFECTIVE: This sentence can tee you up for a slow path to success without being rude to your co-worker. Give them one last chance where you extend yourself and then prepare to say no the next time.

#2 **PROBLEM:** Your boss piles on too many projects at one time.

GOAL: To maintain a manageable workload while pleasing your boss

SUPERSCRIP SENTENCE: "How would you like me to prioritize this work, given the other items on our list?"

WHY IT'S SO EFFECTIVE: Your boss may not have a good view of your workload, or they may be moving so fast they don't even notice they are piling on. This phrasing is polite and sets a boundary at the same time.

#3 **PROBLEM:** You have trouble saying no or standing up for your own limits.

GOAL: To feel confident when telling others what you want and don't want

SUPERSCRIP SENTENCE: "It doesn't work for me that/when...."

WHY IT'S SO EFFECTIVE: This magical phrase is powerful, neutral, and flexible all at the same time. It's much less intimidating to say than other "no" phrasing and completely avoids blame or "you statements."

Hope you enjoyed this little WhiteSpace nibble. Stick around for more!