

RAFT

Resilience for
Advocates through
Foundational Training

The Importance of Saying "No" In A Positive Way

RAFT VIRTUAL TRAINING WORKBOOK

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ABOUT RAFT

We improve the level of care for sexual and domestic violence survivors by supporting advocates in building resilience to compassion fatigue and burnout. Creating awareness of domestic and sexual violence is pivotal to ending it. Supporting survivors in rebuilding their lives, including men and boys in the conversation, and working with abusers are all necessary pieces of the puzzle. But the physical, mental and spiritual well-being of the advocate supporting the survivor must also be addressed.

VIRTUAL TRAINING OBJECTIVE

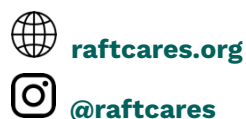
In this 1-hour workshop you'll learn how to define personal boundaries and prioritize core values while maintaining relationships by saying a positive "No".

Key Takeaways:

- ★ Understand the importance of considering yourself and your well-being first
- ★ Be able to define and understand types of personal boundaries.
- ★ Understand the importance and purpose of personal values and boundary-setting.
- ★ How to say "No" in a positive way

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SECTION 1: Defining Boundaries & Values

Three Types of Boundaries

Physical Boundaries

Pertain to personal space, your personal bubble, and privacy. Examples: feelings around hugging, how close people can stand to you, who can touch you, who can be in your home, when people can be in your home, your private emails, etc.

Mental Boundaries

Pertain to beliefs, emotion, and intuition. Your right to have your own feelings, thoughts, and opinions. Examples: letting other's feelings dictate your own, sacrificing your needs for others, choosing what to share and with whom, not being forced to agree with other's opinions.

Spiritual Boundaries

Pertain to self-esteem, sense of identity, and faith. Protecting your right to believe in what you want and who you are. Examples: how you present yourself to others, feeling comfortable in your body, pronouns, saying a silent prayer.

Four Types of Psychological Boundaries

SOFT Boundaries

A person with soft boundaries **merges with other people's boundaries.** It is difficult to tell where on person ends and the other begins. Someone with a soft boundary is easily manipulated. **Example: always eating food your friend likes to avoid a conflict.**

RIGID Boundaries

A person with rigid boundaries is **closed or walled off so nobody can get close to him/her either physically or emotionally.** This is often the case if someone has been physically, emotionally, and psychologically or sexually abused. Rigid boundaries can be selective and depend on time, place or circumstances. They are usually based on a bad previous experience in a similar situation. **Example: a survivor cannot talk to men wearing blue shirts.**

SPONGEY Boundaries

A person with spongy boundaries is like a **combination of having soft and rigid boundaries.** Boundaries are inconsistent and can be erratic. They permit less emotional contagion than soft boundaries but more than rigid. People with spongy boundaries are unsure of what to let in and what to keep out. **Example: a person who enforces rules differently depending on their mood.**

FLEXIBLE Boundaries

This is the ideal. Similar to selective rigid boundaries but the person has **more control.** The person decides what to let in and what to keep out, is resistant to emotional contagion and manipulation, and is difficult to exploit. Flexible boundaries are controlled, intentional, and are made by choice. **Example: not accepting phone calls after 10pm unless it is your best friend.**

There are numerous definitions of “values” available in dictionaries, books, and across the internet. Values are a subjective concept, what one person sees as a value another person may see as irrelevant. For this exercise we will use the following definition for “Values”:

Values are any idea or theme that is important enough to you that it affects how you think, how you act, and how you feel.

Why are values so important?

- ★ Foundations of laws, customs, and tradition
- ★ Reflect your sense of right and wrong
- ★ Influence your attitudes and behaviors
- ★ Give your life purpose, meaning, and passion

Find your top 3-5 Core Values Exercise

To start discovering your core values take five minutes to scan the list of values on pages 3-4 of this handout. When you see a value that resonates with you circle it.

Questions to Help you Find Them

- ★ How do I want to be?
- ★ What do I want to stand for?
- ★ How do I want to relate to the world around me?

SECTION 2: Finding Your Core Values Exercise

STEP ONE:

Scan the list of values below and **CIRCLE the values that immediately grab your attention**. Try not to pause and think about each value, circle only the ones that immediately have an impact on you.

Acceptance	Affection	Accomplishment	Adventure	Adoration
Adaptability	Achievement	Trust	Abundance	Acknowledgement
Aggressiveness	Agility	Being the Best	Appreciation	Ambition
Amusement	Vivacity	Attractiveness	Approachability	Awareness
Cheerfulness	Belonging	Assertiveness	Balance	Clear mindedness
Camaraderie	Attentiveness	Beauty	Commitment	Closeness
Warmth	Bravery	Compassion	Contribution	Connection
Calmness	Confidence	Encouragement	Credibility	Challenge
Contentment	Wealth	Dependability	Cleanliness	Courage
Fairness	Determination	Composure	Devotion	Family
Trustworthiness	Consistency	Dignity	Friendliness	Discipline
Creativity	Empathy	Fun	Eagerness	Curiosity
Faith	Truth	Education	Daring	Flow
Growth	Excellence	Depth	Focus	Helpfulness
Expertise	Wisdom	Freedom	Hospitality	Financial Independence

Enjoyment	Giving	Humor	Fortitude	Enthusiasm
Grace	Intimacy	Impact	Winning	Holiness
Kindness	Independence	Fidelity	Honesty	Love
Ingenuity	Zeal	Honour	Loyalty	Inquisitiveness
Fitness	Hopefulness	Maturity	Intelligence	Happiness
Humility	Mysteriousness	Justice	Harmony	Imagination
Obedience	Knowledge	Health	Inspiration	Playfulness
Logic	Liveliness	Intuition	Popularity	Making a Difference
Mindfulness	Joy	Practicality	Mastery	Recreation
Openness	Reliability	Motivation	Reflection	Optimism
Respect	Organization	Relaxation	Passion	Security
Perseverance	Self-Reliance	Peace	Self-control	Proactivity
Significance	Sexuality	Sensuality	Professionalism	Simplicity
Presence	Service	Resilience	Rest	Prosperity
Skillfulness	Strength	Solitude	Spontaneity	Sincerity
Structure	Spirituality	Support	Thoroughness	Success
Thankfulness	Teamwork	Timeliness	Unflappability	Temperance

Thoughtfulness

Variety

Vitality

Write down any thoughts or takeaways that come up while scanning the list and thinking about your core values:

STEP TWO:

Transfer your circled values to the space below. Take a break and return to step three with fresh eyes and a clear mind.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STEP THREE:

Revisit the list of values from the prior page and **circle the top ten values** in that list. **Transfer those ten values below:**

Note: this is a great spot to use meditation spiritual practice to sit with the above values and select your top ten.

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

STEP FOUR: Copy each of your top ten Core Values below, then **write why this value is important to you.**

1. Value: _____

2. Value: _____

3. Value: _____

4. Value: _____

5. Value: _____

6. Value: _____

7. Value: _____

8. Value: _____

9. Value: _____

10. Value: _____

STEP FIVE:

After writing out why each value is important to you, **circle the five values that now feel most important.**

STEP SIX:

Write each of your remaining five Core Values below, then think about a situation in your life where you needed to make a choice. **Write out why this Core Value was important in making that decision.**

1. Value: _____

2. Value: _____

3. Value: _____

4. Value: _____

5. Value: _____

STEP SEVEN:

Looking at your remaining Core Values above and how you used those Core Values to make decisions, **rank these Core Values from 1 to 5 in order of how important you feel they are in your life.**

Note: *This is an excellent time to use meditation or your spiritual practice to help with this decision.*

List your top five Core Values, in order, below:

1. _____
2. _____
3. _____
4. _____
5. _____

STEP EIGHT:

Next, you want to turn this list of Core Values into a tool that you can use as a filter when making important decisions in your life. **This is your Core Value Statement and you craft it by turning your Core Values into an easy to remember sentence** that you can repeat, as needed, without having to reference it.

If you have difficulty remembering your top five Core Values, pick the three that are most important to you (the number three pops up in brain and memory science a lot) and use them to craft your Core Value Statement.

Take 3-5 of your Core Values and use the space below to craft those Core Values into a simple sentence that you can easily remember whenever you need to make an important decision.

Take Action: Write your Core Value Statement

SECTION 3: Current Ways of Saying NO

Ways in which you are currently saying “no”

accommodate	attack	avoid
<p>Instead of saying “no” you accommodate the person. This results in a loss of your power. (I let my partner handle the budget and our money because I don’t want to fight over spending too much money on eating out).</p>	<p>Instead of saying “no” you attack the person. This results in a loss of relationship. (I yell at my son because he constantly ignores me when I ask him to get off his device).</p>	<p>Instead of saying “no” you avoid the person. This results in a loss of power and relationship. (I avoid my co-worker because I am worried they are going to ask me to cover a weekend shift).</p>

Take a few minutes to think about (and write down) how you are currently saying “no” to people in your life. Do you accommodate? Attack? Avoid? Do some combination of the three?

SECTION 4: Yes! No. Yes?

Yes!

Always begin with a “yes” first. Start your “no” with what you are for, not what you are against. Don’t be in opposition to someone else’s demand or behavior, but instead determine what you want, your core interest, and what really matters. In order to do this, you need to establish your values.

This first “Yes” is the basis for your “No”. The stronger the value (the basis for your “yes”) the more powerful your “no” will be. Uncovering your “yes” first will ground you in something positive, give you a sense of direction, and give you energy.

No.

Deliver a clear “no” to the request the other person has made.

Yes?

After you have said “no,” create an invitation for a positive outcome. Tell the other person not just what you don’t want but what you do want. So, as you close one door, you may be able to open another. This second “Yes?” must be something you are comfortable and willing to do, it is not a compromise or an accommodation that will stress or upset you. In some situations, there may not be a second “Yes?” to offer.

NOTE: Take time if needed!

In some situations, you may not be ready or able to deliver your “Yes! No. Yes?” immediately. You may need time to think. Take a few breaths while you think, or, if needed, ask to give the person an answer later so you can take time to think through your “Yes! No. Yes?”

Yes! No. Yes? Example

A co-worker has family coming to visit and asks you to cover their weekend shifts. You promised to spend time with your partner this weekend. Using your values to craft a “Yes! No. Yes?” you tell your co-worker:

“I am sorry, family is very important to me, and I made plans with my partner this weekend **(Yes!)**. So, no I cannot work your shifts this weekend **(No)**. But, let me talk to my partner tonight and see if we can do something one day this weekend, and I can cover your shift on the other day. Then next weekend you can cover one of my shifts. **(Yes?)**.”

PLAN B: Empower your “no”

You need to be able to follow through on your “no” even if the other person refuses your “Yes?” and refuses your “No.” You need to create a **Plan B, a practical strategy you can follow that addresses your core interests and values**, and you can follow without the other person having accepted your “No.”

Plan B is not a “fallback” plan – a compromise or less preferred agreement. Plan B is not another option or agreement. It is a course of action you could pursue independent of the other’s agreement, or non-agreement.

Plan B is a plan to meet your interests, not to manipulate others. You may or may not reveal the Plan B to the other person depending on the circumstances.

Plan B Example

Your co-worker tells you that working one day doesn’t help. They need you to work both days or their plans are ruined. Your Plan B, if they refuse your “No.” is to tell them that you are going to spend the weekend with your partner then. Following through on this plan does not require their acceptance of your “No,” you can spend the weekend with your partner with or without their agreement.

Protecting Your Relationships

When saying no you want to maintain both your power and the relationship. The “Yes! No. Yes?” formula helps you to maintain both by making your values clear to the other person, setting a clear boundary, and offering an alternative. It also shows the person that you have taken the time to listen and really think about saying “no” to them. The more you can use the “Yes! No. Yes?” formula the clearer and more consistent your boundaries, and other people’s awareness of those boundaries, will become. This will make future “no’s” easier to deliver because the other person understands your boundaries better.

- ★ **Don’t accommodate the person and switch your “no” to a “yes”.** This will lead to you losing your power at the expense of trying to protect the relationship.
- ★ **Don’t attack the person or get angry if they push back at your “no”.** This will lead to you losing the relationship at the expense of keeping your power.
- ★ **Don’t avoid the person so you don’t have to keep saying “no”.** This results in you losing power and damaging the relationship.