

A close-up photograph of a man in a dark suit, white shirt, and blue tie. He is holding up his right hand with the palm facing forward, in a universal 'stop' gesture. The background is plain white.

# **Leaders: Why You Should Say NO Like a Boss**

**July 18, 2017**  
**Webinar begins at**  
**1:30 CT**

**Marjorie Engle**  
**Senior Vice President**  
Organizational  
Development & Family  
Business Services



# Administration



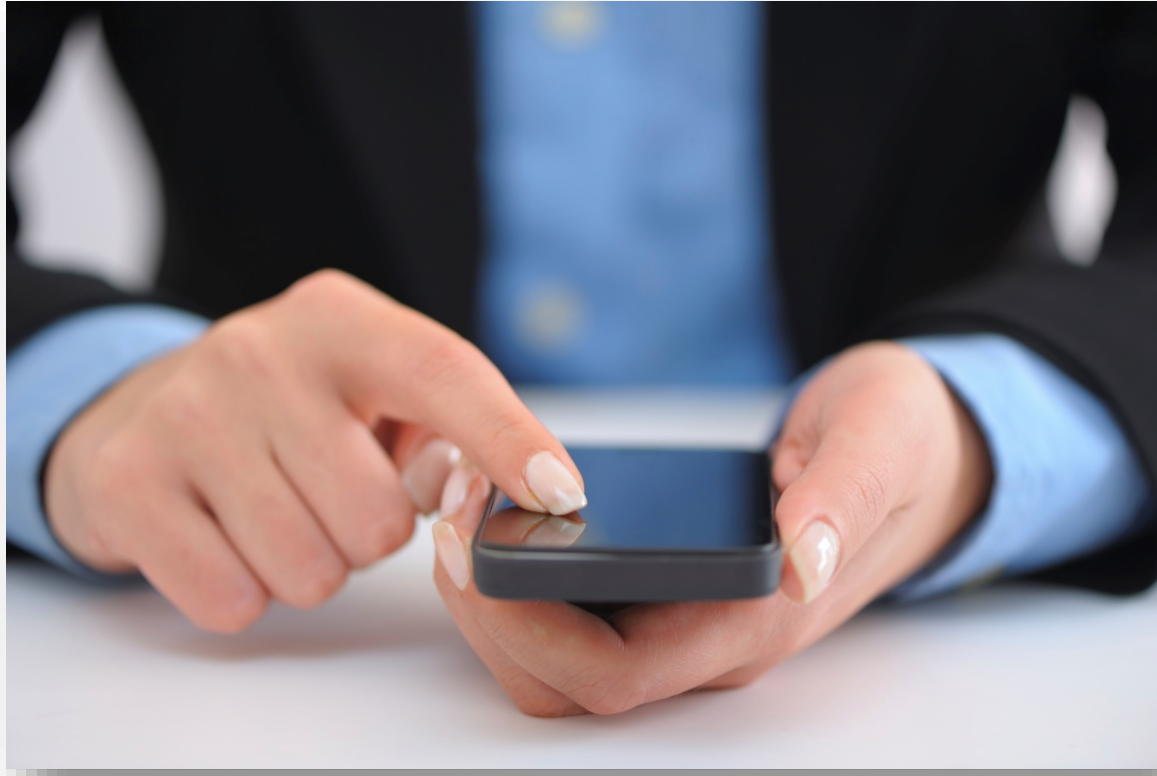
**If you need HR or CPE credit, please participate in all polls throughout the presentation.**

# Administration



**A recording of today's webinar will be emailed for your reference or to share with others.**

# Administration



**For best quality, call in by phone instead of using your computer speakers.**

# Administration



**To ask questions during the presentation, use the questions box on the right side of your screen.**



# About the Speaker



## **Marjorie Engle**

Senior Vice President  
Organizational Development  
and Family Business Services

Extensive experience in board governance, executive coaching, organizational analysis, succession and strategic planning

Certificate in Family Business Advising from the Family Firm Institute (FFI), FFI Fellow

# Poll #1

Why say  
“no?”





**Why say  
“no?”**



**Not selfish**



# Why say “no?”



**Not selfish**  
**Allows space**



# **Why say “no?”**



**Not selfish  
Allows space  
To stay healthy**



# **Why say “no?”**



**Not selfish  
Allows space  
To stay healthy  
Develop others**



# Poll #2

# Tips for saying “no”



# Tips for saying “no”

**Be firm & clear**



# Tips for saying “no”

**Be firm & clear**  
**No excuses**



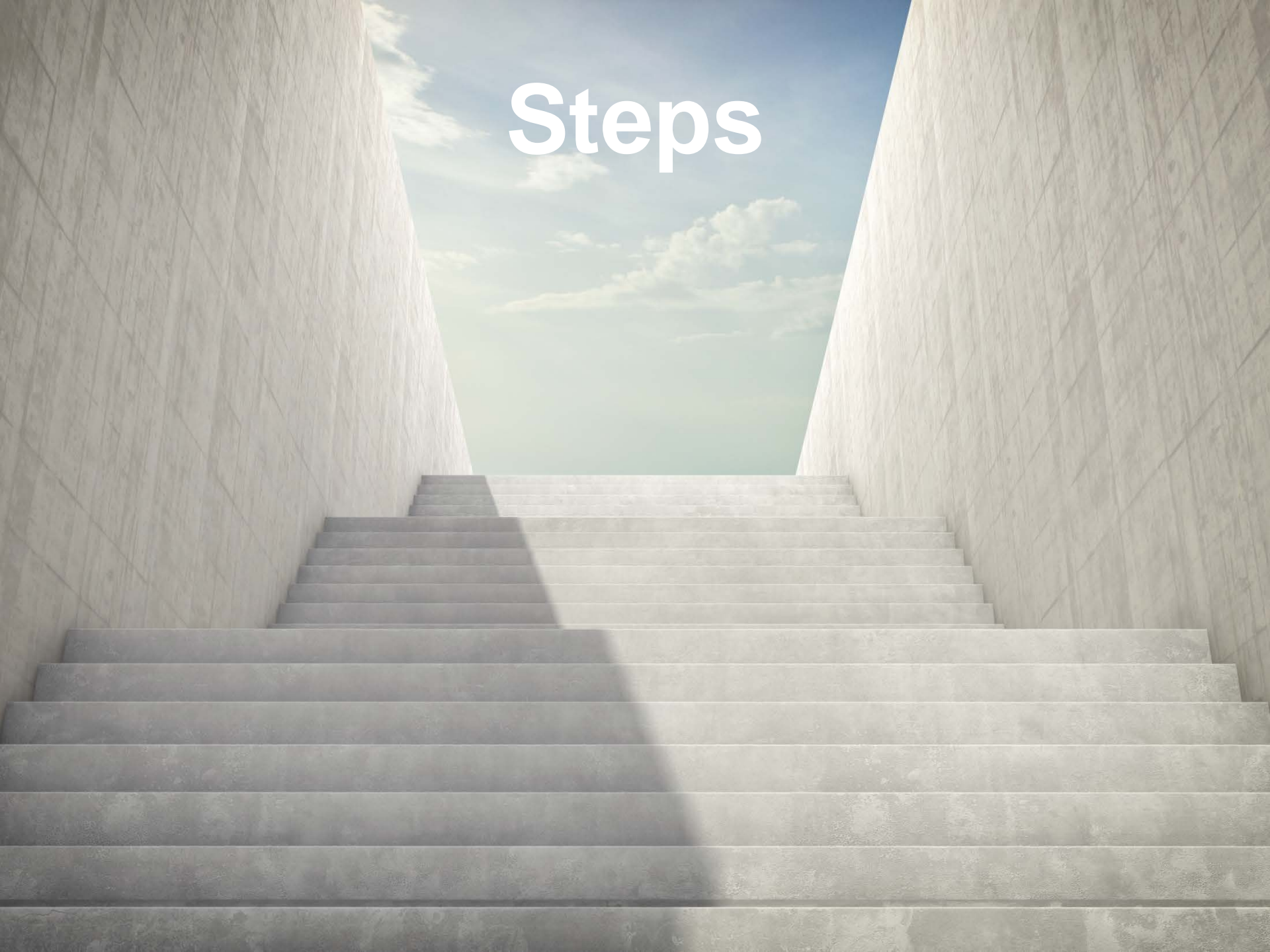


# Tips for saying “no”

**Be firm & clear**  
**No excuses**  
**Prioritize**



# Steps



# Steps

A wide, perspective view of a long staircase made of light-colored stone steps. The staircase is flanked by two tall, textured stone walls that converge towards the top. The sky above is bright blue with scattered white clouds. The overall atmosphere is one of ascent and progress.

1. Listen



# Steps

A wide, perspective view of a long, straight staircase made of light-colored stone steps. The staircase is flanked by two tall, textured stone walls that rise steeply on either side. At the top of the stairs, the sky is visible, featuring soft, white clouds and a bright, hazy light source, possibly the sun, creating a sense of openness and aspiration.

**1. Listen**

**2. Say “no”**



# Steps



**1. Listen**

**2. Say “no”**

**3. Remain non-confrontational**

# Steps



**1. Listen**

**2. Say “no”**

**3. Remain non-confrontational**

**4. Stand firm**

# Poll #3



**Saying  
“no” to  
your boss**





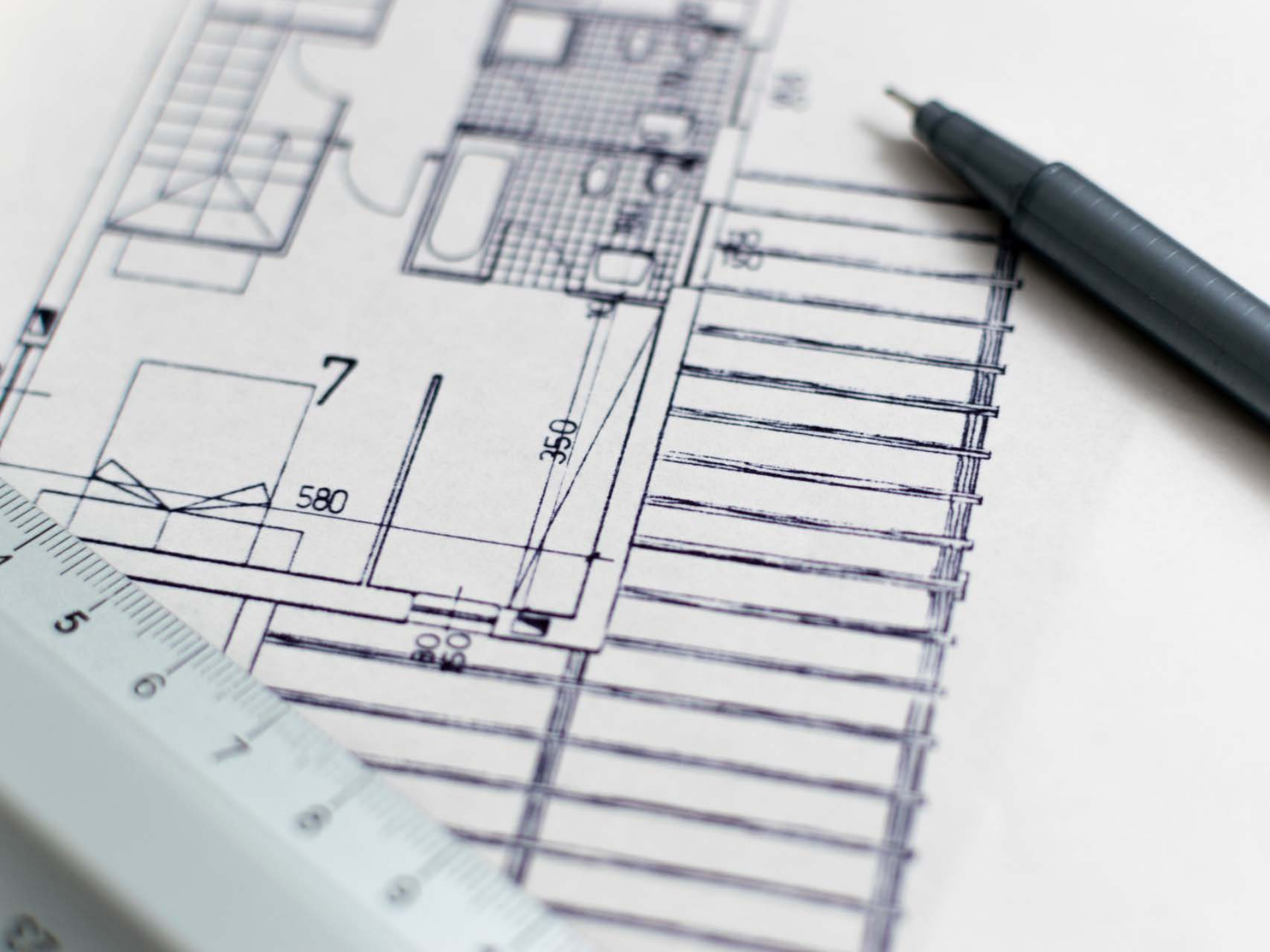
# Boundaries





**The most important things**





# **PERSONAL MISSION STATEMENT**

## **Statements of Tribute Worksheet: Retirement Party or Your \*80th Year**

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*This exercise helps create a personal mission of who you want to be to avoid living a life of regret.*

### **ROLES**

### **STATEMENTS OF TRIBUTE**

ROLE#

ROLE#





Taken from *The Seven Habits of Highly Effective People*

*“What is  
important is  
seldom urgent,  
and what is  
urgent is  
seldom  
important.”*



# WEEKLY PLANNING

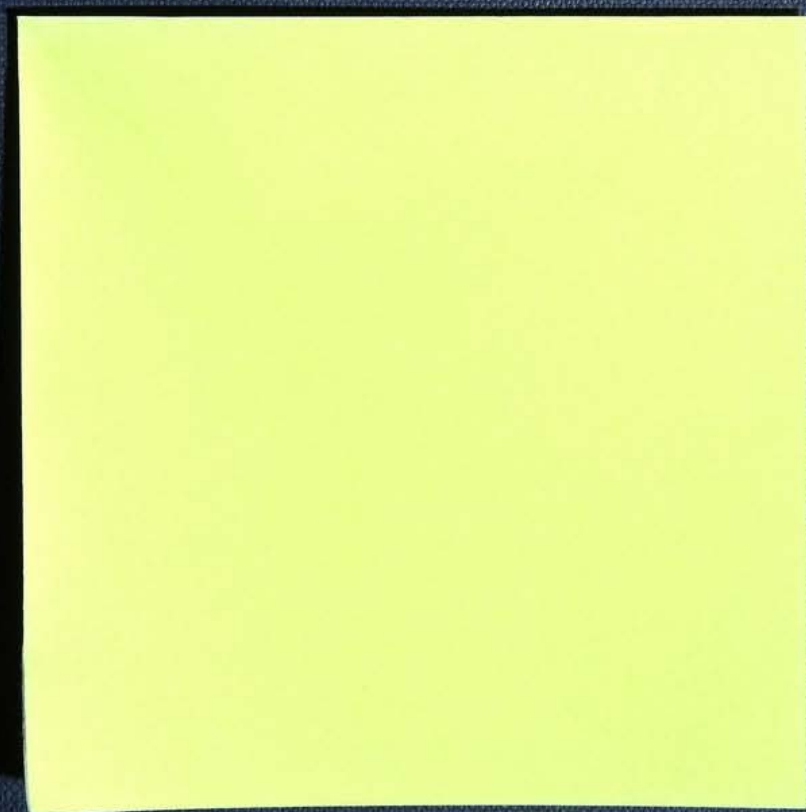
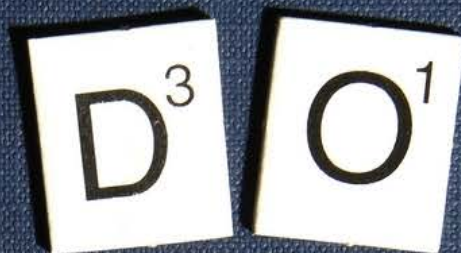
1. REVIEW  
your mission

2. REVIEW  
previous week

3. IDENTIFY  
a priority goal

4. PLAN  
for the week







# Poll #4

# Thank you!

## **Marjorie Engle**

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