



## 6 TEXTS YOU COULD SEND WHEN SOMEONE ASKS YOU TO DO SOMETHING YOU DON'T WANT TO DO

- "I can't make it. I'm going through a tough time right now."
- "Thank you so much for thinking of me! I truly appreciate your invitation, but at the moment, I'm going through a difficult time. I hope you understand and that we can catch up soon when I'm feeling a bit better."
- "I'm not up for it. Can we do something another time?"
- "I want to be honest with you and share that I'm currently navigating a period of grief, and it's been challenging for me to engage in social activities. Can we reschedule to a later date when I'm in a better emotional space? Your understanding means a lot to me."
- "Sorry, but I'm just not interested in doing that right now."
- "Thank you for considering me for this, but I must admit that I'm going through a grieving process, which makes it challenging for me to participate in certain activities. I hope you can understand my need to take some time for self-care and healing."
- "Thanks for thinking of me! I really appreciate the invitation. However, I'm not really into that genre of music, and lately, I've been feeling a bit overwhelmed with everything going on. I think I need a more relaxed environment for now. Let's plan something else together soon, though!"
- "I love that you're into hiking, and it sounds like a fantastic plan! But I feel the need to take some quiet time for myself this weekend to reflect and recharge. I hope you understand, and maybe we can go hiking together another time or find something else fun to do together soon"
- "Thanks for inviting me to the party! I truly appreciate it. However, I'm going through a difficult time, and I'm finding social gatherings a bit challenging at the moment. I hope you have a blast at the party, and maybe we can catch up one-on-one sometime soon."
- "It's so thoughtful of you to invite me to the movie! I've heard good things about it, but I must admit it's not quite my cup of tea. However, I'd love to see you and hang out. How about we pick another movie or activity that we both enjoy? I'm sure it'll be a fantastic time together!"

## 3 TEXTS TO SEND WHEN YOU'VE CHANGED YOUR MIND

---

Changing your mind is completely normal, and it's important to communicate it respectfully. Here are three texts you could send to let someone know you've changed your mind about a commitment:

---

- "Hey [Friend's Name], I hope you're doing well. I wanted to talk to you about our previous plans. After some careful consideration, I realized that I need to change my decision. I hope you understand that circumstances have shifted, and I hope we can find another time to connect. Thanks for being understanding."
- "Hi [Friend's Name], I hope you're having a great day. I wanted to reach out and be honest with you. I need to change my plans. I know this might be unexpected, but I hope you can appreciate my honesty. Let's chat and figure out a better time to catch up."
- "Dear [Friend's Name], I hope this message finds you well. I wanted to talk to you about the commitment I made earlier. I've given it much thought, and I believe it's best if I change my mind. I hope you understand that sometimes situations change, and I value our friendship enough to be upfront about it. Let's talk soon and find a resolution that works for both of us."

Remember, it's crucial to be considerate and respectful when communicating changes in plans. Friends who care about you will appreciate your honesty and understanding that life can be unpredictable.

## TEXT REPLIES WHEN SOMEONE CALLS YOU, BUT YOU DON'T HAVE THE ENERGY

---

**"When you're feeling low on energy and someone wants to talk, it's essential to respond thoughtfully and honestly while still being considerate of their feelings. Here are four text replies you could use:"**

---

- "Hey [Friend's Name], thanks for reaching out. I really appreciate your desire to talk, but I'm currently feeling quite drained and low on energy. Can we catch up tomorrow or later in the week when I'll be in a better head-space? I hope you understand."
- "Hi there, I hope you're doing well. I wanted to be honest with you; I'm feeling emotionally exhausted today and don't think I can give our conversation the attention it deserves. Can we reschedule for when I'm feeling more refreshed? Thank you for your understanding."
- "Thanks for thinking of me. I wish I could chat right now, but I'm running on fumes today and need to take some time to recharge. Can we talk tomorrow morning when I'll be more alert and able to engage in a meaningful conversation?"
- "Hey, I'm grateful you reached out, but I'm feeling quite depleted at the moment. My energy levels are low, and I wouldn't want our conversation to suffer because of it. Can we connect later when I've had a chance to rest? Thanks for your understanding."

Remember, it's okay to prioritize self-care and set boundaries when you need time to recharge. Your friends will appreciate your honesty, and genuine connections can still be maintained even if you need some space occasionally.

## 3 TEXTS YOU COULD SEND WHEN SOMEONE ASKS YOU TO DO SOMETHING YOU DON'T WANT TO DO

Here are four text replies you could use when someone asks you to do something you don't want to do:

- "Hi there, I hope you're doing well. I wanted to let you know that I'm not really up for [the requested activity] at the moment. I'm trying to focus on other priorities right now, but I appreciate the offer. Let's plan something else that suits both of us better when we have the chance!"
- "Thanks for the invite! I genuinely value our friendship, but I'm going through a bit of a busy period right now, and I won't be able to join in. I hope you have a fantastic time, and let's catch up soon for coffee or a less time-consuming activity!"
- "Hey, I'm grateful you asked, but I have to decline this time. It's not something I'm interested in or comfortable doing. I hope you have a wonderful experience, and I look forward to hanging out under different circumstances!"

Remember, being honest yet considerate in your replies is essential. Your friends will appreciate your openness, and it shows that you value your relationship enough to communicate your feelings sincerely.

## 3 TEXTS TO HELP YOU ASK FOR WHAT YOU NEED

- "Hi [Recipient's Name], I hope you're doing well. I was hoping to talk to you about something important to me. I need some assistance with [specific task or favor] and was wondering if you could lend a hand. It would mean a lot to me. Let me know if you're available to chat or help. Thanks!"
- "Hey [Recipient's Name], I wanted to reach out and discuss my current situation. I could really use some advice or guidance on [the issue or topic]. I know you have experience in this area, and your insights would be incredibly valuable to me. If you have a moment, I'd be grateful to have a conversation with you. Thanks for being there for me!"
- "Dear [Recipient's Name], I hope this message finds you well. I'm going through a tough time, and I'm realizing that I need some emotional support right now. Would you be available to talk or meet up sometime soon? Your friendship means a lot to me, and having someone to lean on during difficult moments would be incredibly comforting. Let me know if you're available. Thanks for listening."

Asking for what you need can be challenging, but being open and straightforward in your communication can lead to more understanding and supportive relationships. Don't hesitate to reach out when you require help, advice, or emotional support; true friends will be there for you when you need them.

# EMAILS YOU COULD SEND TO COMMUNICATE BOUNDARIES AT WORK

When returning from bereavement leave, it's essential to communicate your boundaries with sensitivity and request support during the transition. Here are two email examples from the perspective of someone coming back from bereavement leave:

---

## Email 1: Setting Priorities and Requesting Grace

To: Your Manager  
Subject: Re: New project and Returning from Bereavement Leave

Dear [Manager's Name],

I hope this email finds you well. First and foremost, I want to express my gratitude for the support and understanding you've shown during my bereavement leave. It meant a lot to me during this challenging time.

As I transition back to work, I wanted to be open about my current state. Grieving the loss of [Name] has been emotionally taxing, and I'm still adjusting to the return to the workplace.

Regarding the new project you assigned, I want to ensure that I can give it the attention it deserves while managing my well-being. Could we discuss the priority of this project and how we can manage my workload to avoid overwhelming me during this period?

I understand the importance of the project and my responsibilities, but I would appreciate some grace as I find my footing again. If possible, I'd like to gradually ease back into full capacity to ensure I can maintain my focus and meet expectations effectively.

Thank you for your understanding and support during this time. I look forward to discussing this further with you and working together to create a plan that benefits both the project and my well-being.

Warm regards,  
[Your Name]

## Email 2: Establishing Boundaries for Overtime and Requesting Flexibility

To: Your Manager  
Subject: Overtime Request and Returning from Bereavement Leave

Dear [Manager's Name],

I hope you are doing well. I wanted to discuss the request to work overtime on the upcoming project now that I've returned from my bereavement leave.

I deeply appreciate the consideration and support you've shown me during this challenging time, and I'm eager to contribute effectively to the team. However, I must also be honest about my current capacity.

Grieving the loss of [Name] has taken an emotional toll, and I want to prioritize my well-being as I transition back to work. While I'm committed to fulfilling my responsibilities, I may need some flexibility when it comes to overtime.

If the situation requires immediate attention, I'll do my best to support the team. However, I would be grateful if we could collaborate on a plan that ensures a manageable workload and avoids prolonged overtime during this period.

Thank you for understanding the delicate balance I'm trying to maintain. Your continued support and flexibility as I navigate this transition would be immensely valuable.

Kind regards,  
[Your Name]



Remember, when returning from bereavement leave, it's essential to be open about your needs while appreciating the support your employer provides. Communication with empathy can lead to a smoother reintegration into the workplace.

## PHRASES TO HELP YOU "PAUSE BEFORE YOU RESPOND TO INVITES + REQUESTS"

Taking a moment to pause and carefully consider your response to invites and requests can lead to more thoughtful and informed decisions. Here are five phrases to help you in those situations:

- "Thank you for the invitation/request. Let me check my schedule and get back to you shortly."
- "I appreciate you thinking of me. Before I commit, I need to see if I have any prior commitments on that day. I'll get back to you as soon as possible."
- "I'm honored you asked me. However, I'd like to take a moment to think it over and make sure I can give it my full attention. Can I respond to you by [specific date]?"
- "That sounds interesting, but I need some time to consider whether it aligns with my current priorities and responsibilities. Is it alright if I let you know tomorrow?"
- "Thanks for reaching out. I want to give your request the consideration it deserves, so I'll take a little time to think about it and give you a well-thought-out response."

Taking a moment to pause before responding allows you to avoid making hasty decisions and ensures that your commitments align with your current goals and priorities. It's okay to take your time and give yourself the space to make informed choices.

