



BELAY

In-person coffee/lunch/dinner	Thank you for thinking of me, that sounds like it would be a lot of fun. Unfortunately, this is just a really busy season and I won't be able to right now. Can we look into the future for when it would work best for both of our schedules?
	While I could think of few things better than a coffee date, I'm sad to say it will be 4 months before I could get it scheduled.
	What a fun idea to meet for dinner after the meeting! I wish I could join you, but I just can't. We have another commitment that evening. You guys have fun, and hopefully I'll be able to make it next time!
	As much as I would love to, I am just not sure I will be able to sneak away in this season. But it's so kind of you to think of me!
	I am grateful you would think of me. I would love the face time, but it might be hard in this season with current commitments. Again, it means so much that you would think of me!
	Thanks so much for the invitation to your [party/event]. I am so happy for you and hope you have a great celebration. Unfortunately, I won't be able to attend but please know that I will be with you in spirit.
	(PERSONAL) Aw man! I would really like to go, but I can't make it. I've been so busy lately, and need to plan some time with the family that evening. You guys have fun, and please let me know if you do it again! I'd love to join you next time!
Invitation for a meeting/event with an external vendor or contact	Thank you for reaching out to let me know about [product/service]. We currently [are very happy with our provider/don't have a need for [product/service]], but I will absolutely reach out if our needs change in the future.
	Congratulations on becoming a rep for [multi-level marketing company]. I hear good things about the products. In fact, I think this is my third invitation this month! I appreciate the invitation to the party and hope you have a great turnout. I won't be able to make it but wish you nothing but the best.
	It's so nice to hear from you, your organization has a lot to offer. At this time I do not have any room in my schedule to entertain your services. I wish you the best.
	It is great to hear from you. I truly appreciate the offer but unfortunately, I won't be able to attend the [meeting/party/event]. I hope it is a big success.
	Thank you for [asking/emailing]. I would love to [thing]. I understand we [have common goals/have similar cultures/could be a potential client/could be a potential sponsor]. Right now it would be better to [meet with [other person]/ find out more if you have some information you can send] -OR- However, we have [a similar product we use/are happy with]. Thank you very much for [thinking of me/thinking of BELAY].
Invitation for a meeting with an internal team member	Thank you for the meeting invite. I appreciate being asked to join this discussion. Unfortunately, I am not going to be able to participate this time. Please reach out to [my assistant] for any additional information you may need. She will be happy to help, or possibly direct you to someone else on the team who may be of assistance. Thanks again, and best of luck with your project!

	Hey! Thanks for the meeting invite. I wish I could attend, but I just can't make it work this time. You are welcome to reach out to [my assistant] to see if she can provide any information you may need for your project. I'm excited to hear how this all plays out. I know you're up to great things! Thanks!
Invitation to join a group team meeting	Thank you for the invitation! It sounds like you have the best and brightest BELAY leaders on the call. I trust them to make the right decision.
	Although I want to know what is going on with this project, I do not think I need to be involved in this particular meeting. I trust that you all can [meet on this topic/make these decisions] without me. Could you please update me after you meet and I will let you know if I have any questions?
Invitation or request that could be handled by another person	Thanks for reaching out about this! I have looped in [other person] and I know they will be able to help you resolve this. [Other person] - take a look at the below request, is this something you can work through with [requestor]? Please let me know if there is anything additional I can do to help resolve this.
	That sounds amazing, have you thought about speaking with [other person]?
	I'm so sorry I can't help you with that right, but [other person] can.
	I would love to help you, however I am unable to do so. I would be happy to connect you with [other person] that might be able to assist you.
	I'm not available for this [thing]. [Other person] might be a better fit for this.
	Thanks for reaching out! I am sorry to hear you are having [that issue]. [Other person] has dealt with this exact situation fairly recently. I would reach out to her for advice. Let me know how it all works out.
	Thanks for thinking of me but I don't think I am the best person to contribute to the meeting. I would suggest you reach out to [other person] to help you with your dilemma. She is simply amazing at this type of trouble-shooting.
	I can't do it, but [other person] might be interested in this [thing].
	I would love to meet, but I really want [other team member] to own this project and will have him/her update me.
	I would love to meet with you. It sounds like you have some great ideas, I think it would be great if you chatted with [other team member]. I will have my assistant make an introduction.
	Thanks so much for the invite! I don't currently have the bandwidth to meet but let me connect you to [other person], who I think would be a great resource for you.
	I'd really like to meet but I think you would benefit more from getting in touch with [other person].
	Hey! Oh gosh, I would love to meet with you. However, [other person] is much closer to that area of the business. I'd be happy to connect you.
	Thank you for the invite! I would love to, but with current work and personal commitments, I don't think I will be able to make it. Let me connect you with [other person], I think they could help with your [question/issue/project].
	Thank you for reaching out - I appreciate that you want to include me in this discussion. It sounds like you have the start to a great idea and I think [other person] would actually be the best person for you to talk to at this stage. Thank you again, and I can't wait to hear what you create!

	Thank you for this invitation! I am not available to meet at this time, however I would be happy to direct you to my colleague, [other person], who could help you get started.
	I love this idea and would love to join in on the collaboration. I think this is going to bring a lot of value to the team by [benefit]. However, at this time I'm trying to focus on some specific initiatives with some of my team members, so I'm going to humbly decline joining this one. I want this meeting to be fruitful, and I'm unable to bring my best to it right now. I'd strongly recommend [other person] to join the conversation though - they've already been showing interest here as well!
Invitation for a meeting for a problem that could be solved via email or a Loom	Hey, [Name]! I would love to meet with you! However, I know it's important that we move the ball quickly. My calendar is pretty full. How about we see how much we can solve via email or Loom?
	I would love to meet with you about this, but before we set up a time, can we both brainstorm quickly via email and see if we can come to a resolution? If not, I will be happy to schedule a meeting but think we can both put some time back in our day and resolve without a call.
	Thank you so much for the invitation. Unfortunately, my time for in-person meetings is limited in this season. How about we Zoom instead?
	Can this be covered on our next 1:1?
	Can you please send me [the details to review/your recommended solution] prior to our next call?
Saying no "for now"	Thank you for reaching out - I would love to be a part of this discussion! I am unavailable to meet at that time but could talk [alternate date/time] instead. If that works please send an invite. I appreciate you including me and if you have additional background information I could look into prior to our meeting, please send it my way. Thanks!
	Thank you for asking to meet, I am grateful to be included in this project. You've got a great start here and I think I could better serve you if I have additional time to prepare - would you be free at [alternate date/time] instead? If that works please send an invite and again, thank you for the invitation!
	I'm honored you thought of me and invited me to your event. At this time I don't have any availability on my calendar this quarter. If you have another event later this year, please work with my assistant to get it on my calendar.
	Thank you for your email, it's great hearing from you. At this time I am not available to meet with you. It's possible we can meet next month. Please work with my assistant to get that scheduled.
Just saying no in general	I wish that I could, but that is not something I will be able to take on right now.
	Thanks for thinking of me. I won't be able to commit to [thing].
	I would love to do that but in this season right now I am just not able to.
	Thank you so much for asking/including me, but I just don't have the bandwidth right now.
	I'd love to help but I'm already committed to [thing]. Best of luck!
	Thank you so much for desiring to include me. Unfortunately, I will not be able to be a part of the meeting. Again, thank you for thinking of me.
	Thank you so much for the invite. I would love to, but with the number of commitments in this season, it would be hard for me to schedule. But thank you!

	This sounds like an incredible opportunity, unfortunately I will not be able to be a part but I wish you the best in completing the project.
	I'd love to, however, due to my commitments already scheduled, I'm going to have to decline.
	No, thank you.
	Hey [Name],
	First, thank you for your email. I'm honored that you think of me in this way and I want to express my immense gratitude. This is a really busy season for me, personally. At the beginning of [year], I vowed to focus my time and energy on [priorities 1, 2, 3]. The piece of wisdom that led me to this important decision in my life went something like this: if everything is a priority, then nothing is a priority. It was a needed shift and the repercussions have proven to be invaluable. So, with that said, I have to decline the invitation. I'm sorry if this causes any disappointment and appreciate your understanding. I wish you nothing but the best moving forward! Gratefully, [Your Name]