



Put more “no” in your November

Templates for protecting your time this holiday season





The holidays are coming

(chaos optional)

Between end of year planning, holiday festivities, and personal commitments, the requests for us to give our time away to other people and activities are endless. But saying “no” is easier said than done.

This month, Clockwise wants to help you put more “no” in your November. Read on for a set of copy & paste-able templates, holiday flair included.

Because you deserve a calendar that doesn't suck the joy out of the season.

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How to decline a meeting when... **you're just too busy**



Fill in the blanks below to make saying no quick and easy

EMAIL

Hi [Meeting Organizer],

I appreciate the opportunity to join this meeting, but I'm currently facing a packed schedule and won't be able to make it.

I'd be happy to catch up afterward to stay in the loop. Please let me know if there's a summary or notes I can review.

Thank you for your understanding!

Best,
[Your Name]

ONE-LINER

Thanks for the invite, but my schedule is packed—will look forward to a summary!

TEMPLATE

How to decline a meeting when... **you're just too busy**

holiday edit ✨

Hi [Meeting Organizer], my calendar's stuffed like a Turkey – won't make the meeting this week, so let's catch up after the holiday!



How to decline a meeting when... you have a scheduling conflict

Fill in the blanks below to make saying no quick and easy

EMAIL

Hi [Meeting Organizer],

Thanks for including me on this - unfortunately, I have a more pressing meeting at the same time so I won't make it for the live convo. Happy to contribute async.

Hope it's a productive convo,
[Your Name]

ONE-LINER

I need to join another meeting at this time - let me know if I can share thoughts async.



TEMPLATE

How to decline a meeting when... you have a scheduling conflict

holiday edit ✨

Hi [Meeting Organizer] - I can't join this one, I'm double-booked—my calendar is about as organized as a last minute gift-wrapping party.



How to decline a meeting when... you're focused on other priorities



Fill in the blanks below to make saying no quick and easy

EMAIL

Hi [Meeting Organizer],

Appreciate the invite here. Unfortunately, I have a few other projects that top my priority list at the moment. Would love to catch up on any action items afterward.

Thanks for your understanding,
[Your Name]

ONE-LINER

I'm heads down on another project - can you catch me up on the meeting later this week?

TEMPLATE

How to decline a meeting when... you're focused on other priorities

holiday edit ✨

Hi [Meeting Organizer], I'm under a deadline like an elf on Christmas Eve so won't make this one. Let me know if I can contribute anything async.



How to decline a meeting when... you're not the right person to attend

Fill in the blanks below to make saying no quick and easy

EMAIL

Hi [Meeting Organizer],

Looking at the agenda for this meeting, I don't think I'm the best person to contribute to the conversation. I'd recommend reaching out to [Colleague] to offer the perspective you're looking for. Please feel free to reach out if you need any insights from my end afterward!

Best,
[Your Name]

ONE-LINER

Not sure I'm the right person to join this one - I'd suggest [Colleague] instead.



TEMPLATE

How to decline a meeting when... **you're not the right person to attend**

holiday edit ✨

Hi [Meeting Organizer] - Looking at this meeting to-do list (and checking it twice!), seems like [Colleague] would be a better contributor for this meeting.



How to decline a meeting when... you have a personal commitment



Fill in the blanks below to make saying no quick and easy

EMAIL

Hi [Meeting Organizer],

Unfortunately my work calendar and personal schedule don't always see eye to eye – I have a conflict during this meeting.

If you'd like to reschedule, I'm available on [insert alternate times]. Or [Colleague] can step in.

Appreciate your understanding and hope your calendar's less hectic than mine.

Cheers,
[Your Name]

ONE-LINER

Unfortunately I have a personal commitment during this meeting - any chance we can reschedule?

How to decline a meeting when... you have a personal commitment

holiday edit ✨

Hi [Meeting Organizer] - this meeting is during my preschooler's holiday performance so I won't make it. Wish me luck as I sit through 4 year olds sing-scream Frosty the Snowman.



3 Festive Auto-responses for Your Holiday Plans

Subject: Out of Office for Turkey Time

Hi there! I'm out for Thanksgiving, likely in a mashed potato coma and dodging awkward family questions. I'll get back to you after [Return Date]. Happy Thanksgiving!

Subject: You caught me in holiday mode

Thanks for reaching out! I'm currently away, likely sipping hot cocoa and fighting off relatives for the last latke. I'll be back in the office on [Return Date].

If your message can wait, I'll get back to post-holiday. If it's urgent, check with [Backup Contact].

Subject: Time off for family festivities

Thanks for your note! I'm in the thick of channeling my inner Santa while the elves are out of school. For sanity's sake I'll be clearing my inbox when I'm back on [Return Date], so if your message is important please re-send then. Cheers!

A person in a tan coat is pulling a sled with a child in a red coat in a snowy forest. The scene is filled with snow-covered trees and a bright, overcast sky. The person is in the foreground, and the child is on the sled in the middle ground. The background shows a dense forest of snow-laden trees.

Your calendar doesn't have to suck the joy out of the season

Clockwise helps teams of all shapes and sizes make time for the things that matter most in their workday.

[Try it for free today.](#)