



THE VALENS INSTITUTE: EXECUTIVE ASSETS

# The Divestiture Scripts

*The "No" Templates for Healthcare Leaders*

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**As the CEO of Me, Inc., your primary asset is your time and cognitive energy.** In the healthcare system, saying "no" often feels uncomfortable or aggressive. These scripts use *"Executive Distance"*—professional, corporate language that establishes absolute boundaries without triggering emotional conflict.

## 1 Declining Unpaid Administrative Work

**THE CONTEXT:** When asked to join a committee or project that offers zero clinical, financial, or academic equity.

Hi [Name],

Thank you for thinking of me for the [Name of Committee/Project]. It sounds like an important initiative for the department.

Currently, my professional capacity is fully committed to my primary clinical targets and existing strategic projects. Because I cannot dedicate the focus this initiative deserves right now, I will need to decline the invitation.

I wish the team the best of luck with the rollout.

Best regards,  
[Your Name]

## 2 Turning Down an Extra Clinical Shift

**THE CONTEXT:** When the system is hemorrhaging and admin is pressuring you to cover extra shifts at the expense of your own cognitive endurance.

Hi [Name/Scheduling],

I received the request for coverage on [Date]. Unfortunately, I am unavailable to pick up this extra shift, as I am fully at capacity with my current clinical load for this block.

Please let me know if there are structural changes being discussed to address these ongoing coverage gaps, as I'd be happy to contribute to a long-term strategic solution during our next department meeting.

Warmly,  
[Your Name]

## 3 Setting Boundaries with a 'Brain-Picker'

**THE CONTEXT:** When a colleague constantly interrupts your Executive Block or tries to pull you into toxic hospital politics.

Hi [Name],

Thanks for reaching out. I am currently in a deep-focus block wrapping up some critical patient charting and operational tasks.

I don't have the bandwidth to give this the attention it needs today. If this requires immediate departmental attention, I recommend looping in [Name of Dept Head / Alternative Colleague]. Otherwise, let's touch base briefly at the next scheduled faculty meeting.

Best,  
[Your Name]

## 4 Pushing Back on Administrative Metrics

**THE CONTEXT:** When administration asks you to increase patient volume or compress appointment times to an unsafe degree.

Hi [Name],

I have reviewed the proposed metric changes regarding patient volume. To maintain our standard of clinical excellence and ensure patient safety, I cannot compress these timelines further without risking significant clinical error.

Instead of compressing the schedule, let's schedule a meeting to review our operational workflows and explore where we can implement better support staff protocols to improve efficiency safely.

Best,  
[Your Name]

## 5 The "Curbside Consult" Boundary

**THE CONTEXT:** When a colleague ambushes you in the hallway or via text to review a complex patient case off-the-record.

Hi [Name],

This sounds like a highly complex case that requires a thorough and properly documented review to ensure the best outcome for the patient.

Please put in a formal consult request through the EMR system. Once that is in my queue, I will be able to dedicate the proper time to review the chart, provide my recommendations securely, and ensure we are both legally protected.

Best,  
[Your Name]

## 6 The Strategic Resignation

**THE CONTEXT:** When you need to step down from a committee or role that has become a Depreciating Asset to your career.

Hi [Name],

After a thorough review of my current clinical priorities and strategic commitments for this quarter, I am restructuring my focus to ensure I am operating at my highest capacity.

Therefore, I will be stepping down from [Name of Role/Committee] effective [Date]. I will ensure all my current files are wrapped up and handed over smoothly before that date.

Thank you for the opportunity to have served alongside the team.

Warmly,  
[Your Name]

## 7 The "Not Right Now, But..." (Deferral)

**THE CONTEXT:** For opportunities that ARE Appreciating Assets (like a research paper or paid gig), but you simply do not have the time this month.

Hi [Name],

Thank you for this opportunity—this aligns perfectly with my professional focus right now.

My calendar is currently locked for the next [4 weeks / 2 months] with existing commitments. I would love to collaborate on this, but I won't be able to begin active work until [Month/Date].

If your timeline has flexibility, let's schedule a 15-minute alignment call the week of [Date]. If you need someone immediately, I completely understand.

Best,  
[Your Name]