

Setting Boundaries at work

WORKSHEET



Boundaries

DEFINITION

Boundaries are guidelines we set to establish how others can behave around us. They are crucial for maintaining work-life balance and preventing burnout by helping manage the demands of work and personal life effectively.

TYPES OF BOUNDARIES



Time Boundaries

Designated working hours and breaks.



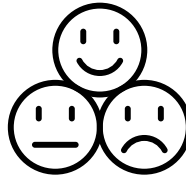
Communication Boundaries

Rules for when and how you can be contacted.



Task Boundaries

Clear definitions of your responsibilities.



Emotional Boundaries

Limits on emotional investment and ways to protect your emotional well-being.

PART 1

Current Boundaries Review

BOUNDARY LIST

List all the boundaries you currently have set at work, such as fixed work hours, rules against checking emails outside of work, or specific days dedicated to certain tasks.

1	
2	
3	
4	
5	

EFFECTIVENESS RATING

Next to each boundary you've listed, rate its effectiveness on a scale of 1-5 (where 1 is not effective and 5 is very effective).

1		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
2		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
3		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
4		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
5		<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5

CHALLENGES FACED

Describe any challenges you encounter in maintaining these boundaries. These might include internal pressures, unrealistic expectations from colleagues or clients, or a lack of support from management.

Boundary Improvement

BOUNDARY SETTING GOALS

Reflect on the challenges you've listed and set specific goals to improve or establish new boundaries that better support your work-life balance.

CHALLENGES	GOALS

STRATEGY DEVELOPMENT

Communication Strategies:

It's essential to communicate your boundaries clearly and assertively. Here are a few script suggestions you can use to explain the necessity of these boundaries to your coworkers and management

Example:

- "To ensure I'm delivering the best quality work, I am setting specific hours for communication. Please let's keep emails to these hours..."
- "I need to concentrate on my projects during these hours and will be unavailable for impromptu meetings or calls."

Implementation Strategies

Here are some steps to help you enforce these boundaries

Example:

- Set up an auto-reply message for emails received after hours.
- Use calendar blocking to visibly outline your work and break times.
- Schedule a weekly review with your supervisor to discuss your workload and how well your boundaries are being respected.

ROLE-PLAYING SCENARIOS

Write out scenarios where your boundaries might be challenged and script how you would assertively uphold them. This preparation can make you more confident in handling real-life situations.

Monitoring and Adjusting

REVIEW SCHEDULE

Commit to reviewing the effectiveness of your boundaries at regular intervals (suggest monthly or quarterly). This will help you stay proactive about maintaining them.

Month/Quarter: _____

MON	TUE	WED	THUR	FRI	SAT	SUN

ADJUSTMENT GUIDE

Based on these reviews, you may find you need to adjust your boundaries. This could mean tightening some, relaxing others, or reiterating their importance to your colleagues.

Tightening Boundaries

Relaxing Boundaries

Reiterating Boundaries