Setting Boundaries

Quick Question-Boss

What's the most important question you ask in an interview? Why?

Name: _____

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Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

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Administrative Questions

Is your phone number the same?	YES	NO
Do you have active phone service?	YES	NO
Is everything at work satisfactory?	YES	NO
Are you getting enough hours?	YES	NO

If you selected NO, explain:

	POINTS	EARNED	On time Late
Journal	5		Date turned in:
Scenario	5		Weeks late (points off):
Question	5		Final Score:
Reflection	3		
Admin	2		

Other Boundaries to Consider

Time
Time is one thing that you can't get back. Every time you say yes to one thing you're saying no to another (opportunity cost). Protect your time by setting boundaries for what you choose (and choose not) to do.

Interpersonal Boundaries
Interpersonal boundaries are vital so people can be together in healthy ways. If you have weak interpersonal boundaries someone could take advantage of you.

Personal Boundaries
These are boundaries that help you to keep a healthy balance including reduced work at home, using free time, and not engaging socially with co-workers.

Relationships
Relationships that are too needy or make you feel bad are unhealthy. Protect yourself from these relationships by setting boundaries.
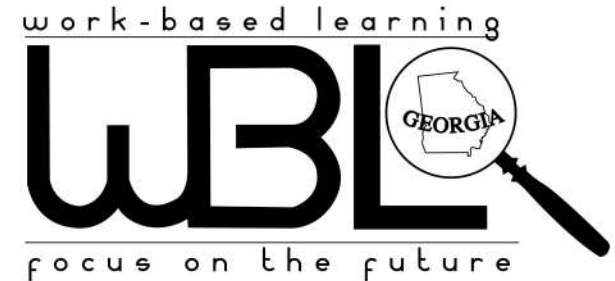
Self-Care
Establish boundaries for yourself by deciding how you need to care for yourself and how much time you need. It could be as simple as taking a bath or going for a walk. It's not selfish to be healthy and happy

Money
Financial boundaries can help you save more and stop wasteful spending. Decide what you want, think about how you can get there, and what boundaries can help you manage, spend and save.

WORKHOUSE
EDUCATION BEYOND THE CLASSROOM

work-based learning
WBL
GEORGIA
focus on the future

How to Set Personal Boundaries

Boundaries are limits you set between you and someone or something. They can be physical or emotional. A fence is a physical boundary. Emotional boundaries are harder to define. If you've ever said "I've had enough!", you've set a boundary. Boundaries protect us, simplify our lives, save energy, and help us focus on what's important. Your job needs boundaries, too. Happy and productive employees know how to set boundaries

Get Help

Setting boundaries at work can be as easy as getting advice from your manager. You will need a list of things you are accountable for—maybe start with your job description. Have your manager help you prioritize the things you should focus on.

Conduct a Review

A boundary review goes a long way in giving clarity about the limits you need to set. Write down the people and situations that cause you stress and anxiety. If you notice yourself feeling angry, resentful, or guilty, that's a sign you may need to communicate your boundaries more clearly.

Set Limits

Once you have an idea of the areas where you need to focus, start setting limits. One example could be not checking work email in the evenings between 6-9 p.m. so you can focus on family time.

Communicate

Once you set limits, communicate them to your coworkers. For example if you don't want to be contacted about anything NOT related to work, tell them exactly when you will be available for work conversations. When your boundary is ignored, talk about it immediately when it's easier to bring it up..

Delegate

Being a leader means delegating. If you are expected to do the work of 10 people and feel overwhelmed, chances are you're not doing a good job of delegating. You can develop this skill by letting go and trusting others.

Take Time to Respond

Hit the pause button before you respond to requests. You don't have to answer right away. This gives you a chance to see if you have any conflicts. Simply say, "that might work, let me just check my schedule and get back to you."

Practice Saying "No"

Start with an easy situation to practice saying "No". Say no when your waitress offers you dessert. Say no to the kiosk vendor selling you a phone case. Say no to yourself. Repeat it 10 times. Keep saying it until it feels natural.

Prepare for Pushback

People don't like being told "no." If people get upset, take it as a sign that you needed the boundary and that it's working. Plan ahead for this to happen so you'll have rational response.

Develop a System

Use this system to streamline your work.

- Do it (now)
- Defer it (later)
- Delegate it (pass it on)
- Drop it (forget about it)

Take care of things so they only have to be done once.

💡 **DID YOU KNOW?**

Americans spend on average 47 hours a week at work. This is 1/3 of your weekday hours (which is why boundaries are important).

Name: _____

Journal

Describe some personal/work-related boundaries you have set or want to set for yourself.

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Worksite Scenario

Candace is a brand new co-worker with really great ideas, She's been asked to help out with 2 planning committees and another one has asked her to help. She doesn't have the time, but she's afraid to say "no." How can she politely tell them that she can't?

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