



# SETTING HEALTHY Workplace Boundaries

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*Inside you'll discover ways to understand and establish personal boundaries to protect your time, relationships and well-being.*

# BOUNDARIES

Boundaries are guidelines, rules or limits a person creates to identify the reasonable, safe and permissible ways for others to behave towards them and how they will respond when someone passes those limits.

*Boundaries exist across many facets of your life:*



## **MATERIAL BOUNDARIES:**

determine whether you give or lend things.



## **EMOTIONAL BOUNDARIES:**

separate your emotions and responsibilities from someone else's.



## **PHYSICAL BOUNDARIES:**

pertain to your personal space, privacy and body.



## **MENTAL BOUNDARIES:**

apply to your thoughts, values and opinions.

# Understanding Your BOUNDARIES

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*Check all that apply:*

# 1

- I avoid intimacy and close relationships out of fear of rejection
- I have a very small inner circle
- I tend to be detached in my relationships
- I keep people at a distance to avoid possible rejection
- I am very protective of personal information

**Number of boxes checked = \_\_\_\_\_**

# 2

- I value my own opinion over the opinions of others
- I do not compromise my values to please other people
- I share personal information in an appropriate way
- I know my own personal needs and wants, and can communicate them effectively
- I can accept when others say “no” to me

**Number of boxes checked = \_\_\_\_\_**

# 3

- I often find myself sharing deeply personal information
- I have difficulty saying no to the requests of others
- I get over involved with other’s problems
- I make decisions based upon the opinions of others
- I comply with other’s requests because I am scared they will reject me if I don’t

**Number of boxes checked = \_\_\_\_\_**

WHICH  
SECTION  
RESONATED  
WITH YOU  
MORE?

## **1 = RIGID BOUNDARIES**

Tries to keep others at a distance

## **2 = HEALTHY BOUNDARIES**

Can say “no” to others when you want to, but are also comfortable opening yourself up to intimacy and close relationships

## **3 = POROUS BOUNDARIES**

Tendency to get too involved with others

*How to Establish*

# HEALTHY BOUNDARIES

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## **Assess your personal boundaries and identify your priorities.**

Reflect and take stock. Your boundaries will stem from your values and your life and work priorities.



## **Create clear structures and communicate upfront.**

Once you have your priorities and values in place, communicate them. By creating clear boundary-based structures upfront, it takes any guess work out of potential boundary infractions.



## **Learn to say no.**

It can be uncomfortable. Yet, it's important to exercise your ability to say no. Consider priorities and whether the tasks will help you directly achieve your goals.



## **Triage your tasks and delegate when appropriate.**

Learn how to combat a heavy workload. See the Decision Matrix on the following page to prioritize tasks based on urgency and importance.



## **(Actually) Take time off.**

In the long run, your career will only benefit from a rested you. Don't wait until burnout sets in. Try planning out your vacation or mental health days in advance to feel more prepared and ensure you have space to recharge.

# Applying Your BOUNDARIES

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Boundaries can prevent workplace burnout and help you to be more focused and productive.

**Remember:**

**1. Know your values.**

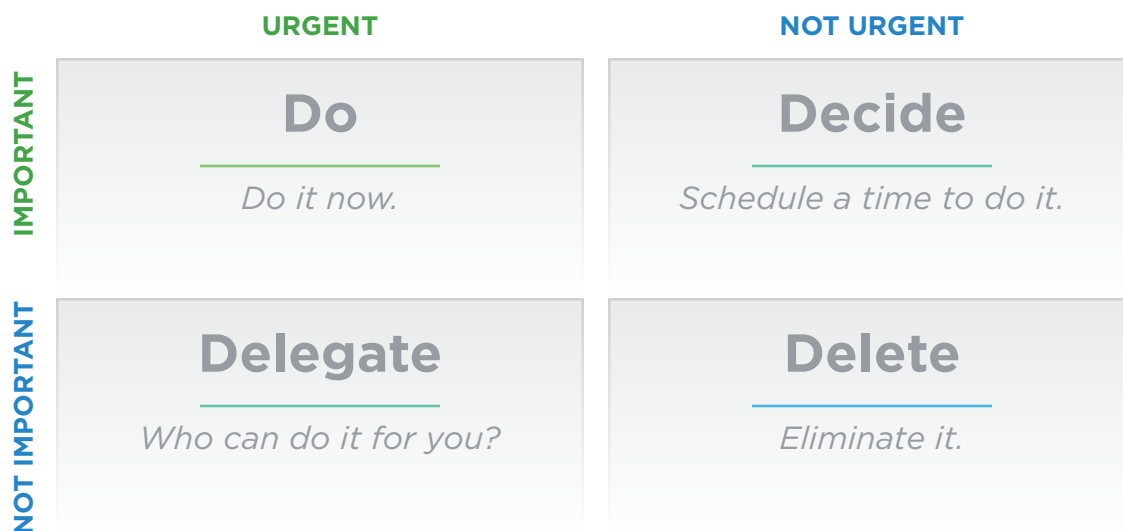
By identifying your values first, you're able to then set up systems to help you get those needs met.

**2. Take time to respond.**

Master the art of pausing. This technique will give you a chance to check-in with yourself to determine whether you have a conflict before saying 'yes' to every request.

**3. Develop a system.**

Go through your to-do list and address each task in one of four ways. Urgent and important tasks should be done now, while other tasks that don't fall in this category can be delegated, saved for later, or eliminated. Use the Decision Matrix (below) as a guide. There is a larger version on the following page.



***If you're unsure of how to set boundaries, or feel too overwhelmed, speaking with a mental healthcare professional may help.***

Contact your current provider or reach out to your Assistance Program for help and resources.

Visit [allonehealth.com/member-support](https://allonehealth.com/member-support)

The Eisenhower

# DECISION MATRIX

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**TIP:** At the beginning of each day, spend 10 minutes writing down your tasks and plotting them in a decision matrix to determine where your time and energy should go.

	URGENT	NOT URGENT
IMPORTANT	<p><b>Do</b></p> <hr/> <p><i>Do it now.</i></p> <hr/> <hr/> <hr/> <hr/>	<p><b>Decide</b></p> <hr/> <p><i>Schedule a time to do it.</i></p> <hr/> <hr/> <hr/> <hr/>
NOT IMPORTANT	<p><b>Delegate</b></p> <hr/> <p><i>Who can do it for you?</i></p> <hr/> <hr/> <hr/> <hr/>	<p><b>Delete</b></p> <hr/> <p><i>Eliminate it.</i></p> <hr/> <hr/> <hr/> <hr/>