

Creating Healthy Boundaries at Work

What are Work Boundaries?

The physical, emotional and mental limits that we establish for ourselves to protect from over-committing, burning out, or engaging in unethical actions

External Boundaries

- Specific to personal space, our bodies, and our time
- The personal “bubble” around our physical self
- Also includes your possessions

Internal Boundaries

- Mental boundaries are thoughts and opinions
- Emotional boundaries are feelings
- The separation of what you think and feel from the thoughts and emotions of others

Types of Boundaries

- Porous:
 - Overshares personal information
 - Dependent on the opinions of others
 - Accepting of disrespect and abuse
 - Fears rejection if they don't comply
- Rigid:
 - Unlikely to ask for help
 - May seem detached
 - Avoids close relationships
 - Keeps others at a distance to avoid rejection
- Healthy:
 - Values own opinion
 - Does not compromise value for others
 - Can communicate when boundary violated
 - Accepting when others say “no” to them

Boundaries at Work

- Policies – disrespectful or unacceptable behaviour
- Job duties and responsibilities
- Interpersonal
- Personal

Benefits of Work Boundaries

- Increase your confidence
- Creates relationships based on mutual respect
- Work/Life Balance
- Efficient Time Management
- Supports work routines and structures

Establishing Work Boundaries

- Assess and prioritize your personal boundaries
- Create clear structures – Use technology to help
- Keep your relationships professional
- Expect boundary breaches

Preparing for Boundary Pushback

- Don't over-justify
- When you make an exception, restate your boundary
- It's not personal to you
- Offer alternatives

Working at Home Boundaries

- A dedicated space for work
- Set specific work hours
- Communicate needs to others in the household
- Make a routine for starting and ending work
- Take lunch and regular breaks

Notes:
