**Boundaries are:**
- Guidelines
- Rules
- Limits

...ways for other people to behave around you and how you will respond when someone steps outside those limits.

**Types of Boundaries**
- Personal
- Relational/Interpersonal
- Professional

**Self**
- Partner, very close friends, family
- Colleagues, friends
- Acquaintances, casual friends, distant relations

**Healthy Professional Boundaries result in:**
- Increased responsibility and accountability
- Decreased duplication of efforts
- Clear organizational goals

**Defined/Expressed by:**
- Roles & Responsibilities
- Teams & Departments
- Space

**Healthy Boundaries: A Step-by-step Guide**
1. Develop awareness of feelings and thoughts; recognize when a boundary violation occurs
2. Acknowledge to yourself that a boundary has been crossed
3. Consider your options/choose how to respond
4. Practice/prepare your response
5. Respond

**Organize:**
1. Design your workspace for efficiency.
2. Set up a simple filing system—are you maximizing electronic storage?
3. Develop systems to keep things running smoothly.
4. Clear clutter at the end of each day.
5. Embrace "pile control." Discard or file.

**Set Achievable Goals:**
1. Determine what is truly important.
2. Understand how much time things actually take (be realistic).
3. Break down large jobs into manageable pieces.
4. Prioritize, prioritize, prioritize

**Manage Time and Energy:**
1. Learn to work with your biologic clock.
2. Plan your "to do's" each day.
3. Protect your blocks
4. Work on overcoming procrastination.
5. Reward yourself.

**Delegate and Outsource:**
1. Assume ownership of your time
2. Think in terms of buying time
3. Learn to say "No." Who is better able to complete the task at hand?
4. Delegate

**How to Say NO:**
- Indicate "Thank you" for the invitation/offer
- Indicate that you cannot accept
- Offer an alternative
- Don't give lengthy explanations
- Practice this now - you’ll need it later

**Signs of Unhealthy Boundaries**
- Factors that contribute to poor boundaries

| Going against personal values or rights in order to please others | Always taking the "savior" role |
| Not speaking up when you are treated poorly or feel taken advantage of | Low-self Esteem |
| Expecting others to fill your needs automatically. | High achievers/Perfectionists |
| Feeling bad or guilty when you say “no.” | Fear of reprisal |
| Letting the emotions of others define yours. | Fear of abandonment |

**RESOURCES**
- Boundaries in Human Relationships: How to Be Separate and Connected by Anne Linden
- Boundary Power: How I Treat You, How I Let You Treat Me, How I Treat Myself by Mike O’Neil
- First Things First by Stephen R. Covey, A. Roger Merrill and Rebecca R. Merrill
- Getting Things Done by David Allen

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