



SET BOUNDARIES

TIPS TO SET BOUNDARIES

- Know your emotional, physical, mental, and spiritual limits.*
- Communicate expectations clearly and consistently.*
- Accept that not everyone will respect your boundaries. Know that you can't please everybody and that's okay.*
- Focus on the things you can control.*
Examples: Remove work email and messaging from your phone, only check your email at designated times of the day, and close your laptop and leave it at your desk before moving on with your evening.
- Avoid comparing yourself to others; everyone's situation is different.*
- Take time off- when you get it, when you need it, and when it's offered.*
- Ask for help when you need it.*
- Learn to say no. No is a complete sentence.*
- Set time limitations.*
Examples: Do not respond to work-related communications after a designated time, take advantage of technology (set automatic timers to turn off your Wifi at a certain time, using applications that time you out of specific programs at the end of the day), or block out specific hours of the week set aside for specific work/projects.
- Remind yourself that by setting boundaries, you're honoring your needs.*