

# 10 TIPS FOR CREATING HEALTHY WORK-LIFE BOUNDARIES



1

**Start with a healthy mindset.** People who always put others first are often proud of how much they do for others. But remember that boundaries are healthy and actually sustain and improve your ability to help others.

2

**Define your limits.** Reflect on exactly where you need to establish boundaries regarding personal time & requests of others. Where can you be flexible? When can you delegate? How can you prioritize your own needs?

3

**Pause before answering.** When asked to do something, don't feel pressured to respond immediately. If unsure, respond with something like "Let me think about that and get back to you." Avoid an automatic "yes" and regretting it later.

4

**Practice saying "no."** Rehearse a response to use when you need to politely decline. Remember, there's no need to give explanations. Keep it simple, such as: "That doesn't work for me," or "I can't take that on right now."

5

**Offer what you can give.** While we don't want to give excuses for what you can't do, consider offering what we can do. For example, "I can't take on heading up the debate team, but I can offer some coaching time to the students."

6

**Don't take behavior personally.** While angry and demanding reactions may feel like an attack, responses may be more about their situation. Responding with anger only escalates the situation. Be calm and sympathetic, but stand firm.

7

**Relax response times.** Constantly monitoring your phone and responding immediately affects your stress levels and sleep quality. Most responses can wait until the next day or even the end of the week. Give devices a rest, so you can too.

8

**Address behaviors.** When a student treats you poorly during a meltdown, establish your boundaries: "*When you stop yelling, then you can ask for help politely.*" or "I understand that you're upset, but we don't use those words in class."

9

**Discuss non-negotiables.** Consider an honest discussion if a line is crossed repeatedly, but be prepared to pause the conversation. "It seems like you're not ready to discuss this. *When you can speak respectfully, then we can try again.*"

10

**Model what you expect to see.** (1) Respect the boundaries of others. (2) Be aware of your own emotional reactions. (3) Find healthy outlets to reduce your stress. (4) Take time to discuss the issues rationally. (5) Use respectful communication.