

Workplace Boundaries

We spend a great deal of our week in the workplace. Boundaries are crucial for our wellbeing and job satisfaction.

Use this worksheet to help you identify and define appropriate workplace boundaries and the actions you need to take.

Work Assessment:

Mark each area where you find challenges at work (✓) and begin to reflect on where you might need to establish clearer boundaries:

Completing tasks for others	
Discussing personal life	
Overcommitting to work	
Failing to delegate tasks	
Workplace flirtations	
Uncompensated overtime	
Unused vacation time	
Agreeing to unmanageable tasks	
Handling stressful conversations	
Working in personal time	
Single-handedly doing team tasks	
Skipping necessary breaks	

Boundary Setting:

For each one you've checked, define a boundary using "I need," "I expect," or "I want" to articulate your needs and expectations clearly.

1. Completing tasks for others:

I need/want/expect:

2. Discussing personal life:

I need/want/expect:

3. Overcommitting to work:

I need/want/expect:

4. Failing to delegate tasks:

I need/want/expect:

5. Workplace flirtations:

I need/want/expect:

6. Uncompensated overtime:

I need/want/expect:

7. Unused vacation time:

I need/want/expect:

8. Agreeing to unmanageable tasks:

I need/want/expect:

9. Handling stressful conversations:

I need/want/expect:

10. Working in personal time:

I need/want/expect:

11. Single-handedly doing team tasks:

I need/want/expect:

12. Skipping necessary breaks:

I need/want/expect:

Once completed, reflect on the boundaries you've captured.

Consider how, individually and together, they can improve your work environment and how you might communicate and enforce them.

References

- Tawwab, N. G. (2021). Set boundaries workbook: Practical exercises for understanding your needs and setting healthy limits. Little Brown Book Group.

Dr. Jeremy Sutton, PhD.