



Boundary Setting at Work

Protect Your Energy • Reduce Overwhelm • Prevent Burnout

Why Boundaries Matter

Without boundaries, work can start to feel:

- Never-ending
- Emotionally draining
- Overwhelming
- Exhausting

Healthy boundaries protect your time, energy, and mental health.

Current Work Stress Check

Right now, I often feel at work:

- Overwhelmed
- Pressured to say yes
- Guilty when resting
- Like I can't switch off
- Constantly behind
- Emotionally drained

Which one shows up most?

Identify the Problem Areas

Where do I struggle with boundaries?

- Taking on too many tasks
- Working outside of scheduled hours
- Not taking breaks
- Difficulty saying "no"

- People expecting constant availability
 - Other: _____
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Energy Impact

How does poor boundary setting affect me?

- Exhaustion
- Anxiety
- Irritability
- Loss of motivation
- Burnout
- Difficulty focusing

Describe your experience:

My Current Boundaries (or lack of them)

What are my current “rules” around work?

Are they helping me or harming me?

- Helping me
 - Hurting me
 - A mix of both
-

Healthy Boundary Upgrade

Rewrite one unhealthy boundary into a healthy one:

- Old Pattern: _____

- New Boundary: _____

Saying No Practice

Write 2 polite ways to say no:

Example:

“I can’t take this on right now, but I appreciate you thinking of me.”

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Work-Life Protection Plan

This week, I will:

- Take my full breaks
- Stop working after set hours
- Say no to one extra task
- Ask for support when needed
- Prioritize rest without guilt
- Other: _____

Before vs After Boundaries

- **Without boundaries, I feel:**

-
- **With boundaries, I would feel:**
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Small First Step

What is ONE boundary I can start today?

Reflection

- What makes setting boundaries hard for me?
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- What would improve if I protected my energy more?
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Boundaries are not selfish. They are how you stay well enough to keep going.

You cannot pour from an empty cup. Protect your energy like it matters—because it does.