

FOR FEMALE PROFESSIONALS

RECLAIMING YOUR POWER

How to Master the Art of Setting Boundaries

THE ULTIMATE GUIDE

FREE
GUIDE
AND
WORKBOOK!

BELIGHTU - CARLA MARTINS
WOMEN'S LEADERSHIP AND CAREER COACH

CONGRATULATIONS!

You are one step closer to setting healthy boundaries.

WHAT ARE BOUNDARIES



I resonate with Terri Cole's (author of the book *Boundary Boss*) definition of Boundaries:

Boundaries are our personal rules of engagement. Our preferences, desires, limits, and deal breakers.

WHAT IT'S SO HARD TO SET BOUNDARIES



- * Fear of rejection: We often fear that setting boundaries will lead to rejection or conflict in our relationships.
- * Guilt: We may feel guilty for saying no or setting limits, especially if we are used to being accommodating or saying yes to everything.
- * Wanting to please others: We may have a strong desire to please others and avoid disappointing them, leading us to prioritize their needs over our own.
- * Lack of assertiveness skills: Setting boundaries requires assertiveness skills, which not everyone has developed or feels comfortable using.
- * Fear of missing out: We may worry that setting boundaries will cause us to miss out on opportunities or experiences.
- * Cultural or societal expectations: Some cultures or societal expectations may discourage setting boundaries, leading us to feel like we need to give to others constantly.
- * Codependency: Those who struggle with codependency may have difficulty setting boundaries due to their tendency to prioritize others' needs over their own.
- * We've never been taught how to set healthy boundaries.

REFLECT - WHICH ONE(S) OF THE ABOVE RESONATE WITH YOU AND WHY?

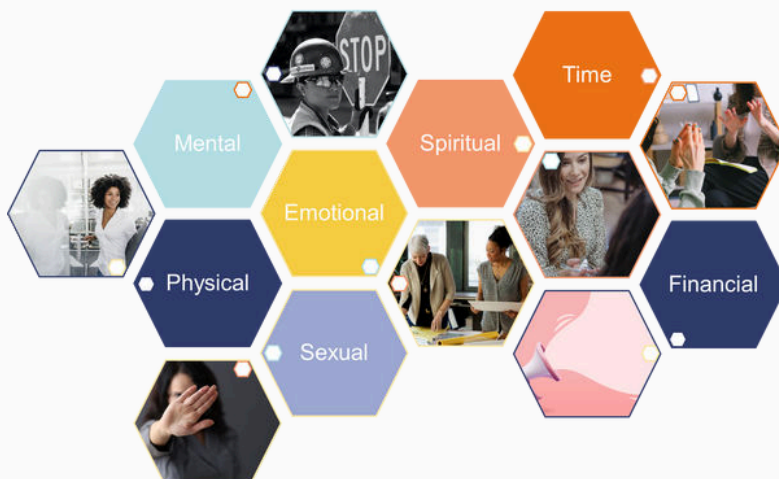
WHY ARE BOUNDARIES SO IMPORTANT?

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Daring to set boundaries is about having the courage to love ourselves even when we risk disappointing others.

Brene Brown

- Setting boundaries in personal and professional relationships helps to establish a sense of respect and mutual understanding between individuals. Foster self-respect and confidence.
- It helps to create a healthy and balanced relationship where each person's needs and expectations are acknowledged and respected. Without boundaries, individuals might feel overwhelmed or taken advantage of, leading to resentment and potential conflict.
- Boundaries also help to protect one's emotional and physical well-being, allowing individuals to prioritise their own needs without feeling guilty or selfish.
- In professional settings, setting boundaries can help to create a more productive and focused work environment, reducing distractions and promoting better time management.
- Prevent burnout and stress and lead to a healthier and happier life.



SETTING BOUNDARIES AT WORK

Work is the relationship we spend the most time in, and yet it's also the place where we have the hardest time setting limits. We're scared that people won't see us as team players.

We often assume that other people have the same rules for life and work as we do. We think they can tell our preferences and know our feelings from our body language. But no one, not the people you've known for years and certainly not your coworkers, can read your mind. You have to state what you need explicitly.

Communicating what works for us is one of the kindest things we can do. The short-term discomfort is so worth it for the long-term ease of having healthier boundaries in the workplace.

At the workplace, having poor boundaries often means you're responsive to other people's needs and expectations at the expense of your own. This leads to a loss of control over your own work and results, which is not only frustrating, but it leads to even worse control over your boundaries.

And that not only leads to more abuse of your boundaries but also increases people's expectations that you will be available on-demand for them no matter the cost to you.

3 STEPS TO HELP YOU START



STEP 1

identify the boundaries you need to set

STEP 2

communicate

STEP 3

Stick to the boundaries you set

SETTING BOUNDARIES AT WORK

STEP 1



IDENTIFY THE BOUNDARIES YOU NEED TO SET

Step back and reflect on the following questions:

What is the work that you consider to be of utmost importance and that you are accountable for?

What obstacles are currently hindering your progress? What factors are prone to obstruct your ability to perform optimally?

What resources do you need to produce your best work?

When do you need uninterrupted time in order to do your best work? When is it most disruptive to be interrupted? What's your optimal work style? When do you do your clearest thinking? When are you best able to get into a flow?

SETTING BOUNDARIES AT WORK

STEP 1



IDENTIFY THE BOUNDARIES YOU NEED TO SET

Do the same exercise with your boss, team and peers. Put yourself in their shoes and figure out what they need to succeed. This will make it easier for them to understand when you let them know where your optimal work boundaries are.

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SETTING BOUNDARIES AT WORK

STEP 2



COMMUNICATE YOUR BOUNDARIES

Boundaries are like classroom rules. You want to set them as early as possible.

It's also important to consider how and when to make the statement.

When sharing your boundaries with others, it can be beneficial to present them in a way that highlights your commitment to the success of the team/group. By framing your "no" in the context of the bigger picture, your colleagues will be more receptive to hearing it.

Additionally, it's recommended to establish boundaries through "If>Then" agreements. This means that you promise to do something in exchange for the other party agreeing to your request.

For example:

- If you agree only to call me in emergencies without prior notice, then I promise always to answer. However, if I'm dealing with another urgent matter, I'll call you back as soon as possible.
- If my MS Teams status indicates that I'm busy, it means I'm focused on a critical task. If you message me, I promise to respond within a few hours.
- If you submit your first draft by Tuesday, I promise to provide feedback by 9 am on Friday.



SETTING BOUNDARIES AT WORK

STEP 3



STICK TO THE BOUNDARIES YOU SET AND MONITOR

Sticking to the boundaries we set can be challenging, but there are steps we can take to help us stay on track. Here are some steps you can take:

Set boundaries for yourself.

It's perfectly acceptable and recommended to set boundaries for yourself when you notice something in the workday isn't making you feel good.

- So if you get a headache when you have five meetings in a day, tell yourself that four will be your maximum.
- If you get anxious trying to respond to 200 emails on Monday morning, don't do that first thing. Break it up into half-hour increments throughout the day.
- If you are procrastinating with a huge to-do list, block time in your diary.
- Set priorities: At the end of each work day or first thing in the morning, write down the six most important things you need to accomplish. Do not write down more than six tasks. Prioritize those six items in order of their true importance (tip - start with the task that you are less keen to do).
- Take breaks: It's important to take breaks throughout the day to recharge and avoid burnout. Schedule regular breaks throughout your day, and make sure to take them, even if you feel like you don't have time.
- Be consistent!

Create reminders: To help you remember your boundaries, create reminders that you can refer to regularly. For example, you could write your boundaries down on a piece of paper and keep them in a prominent place.

Practice self-discipline: Sticking to your boundaries requires self-discipline. You need to be able to say no to things that fall outside of your boundaries and stick to your commitments.

Learn to delegate: If you find that you are struggling to stick to your boundaries because you have too much on your plate, learn to delegate tasks to others. This can help you free up time and reduce stress.

Avoid multitasking: Multitasking can be tempting, but it can also be counterproductive. Instead, focus on one task at a time and give it your full attention. This can help you work more efficiently and avoid distractions.

Review and adjust: As you begin to stick to your boundaries, review them regularly and make adjustments as necessary. This will help you stay on track and ensure that your boundaries continue to serve you well.

COMMON CHALLENGES & SOLUTIONS

COMMON CHALLENGES & SOLUTIONS



Challenge: Difficulty in communicating boundaries to others.

Solution: It's important to be direct and clear when communicating boundaries. Use "I" statements to express how you feel and what you need. Practice assertiveness skills to confidently communicate your boundaries.

Challenge: Feeling guilty or anxious about setting boundaries.

Solution: Remember that setting boundaries is necessary for your own well-being and self-care. Don't apologize for asserting your needs. Surround yourself with supportive friends or a therapist to help you navigate any difficult emotions.

Challenge: Dealing with pushback or resistance from others.

Solution: Stay firm in your boundaries and reinforce them as needed. Be open to negotiation or compromise, but don't give in to manipulation or coercion. Remember that, ultimately, you are responsible for your own boundaries and self-care.

Challenge: Struggling with the people-pleaser syndrome, where you feel the need to say yes to everything and everyone.

Solution: Recognize that saying no is not a negative thing, and it's important to prioritize your own needs and well-being. Practice setting small boundaries and saying no to requests that don't align with your values or priorities. Seek support from a therapist or coach to help you build confidence in asserting your boundaries. Remember that it's okay to prioritize your own needs and say no to others.

WRITE DOWN A FEW SMALL ACTIONS YOU CAN TAKE TO HELP YOU OVERCOME SOME OF THE ABOVE CHALLENGES

CONGRATULATIONS

Congratulations, you're now closer to mastering the art of setting boundaries!

By following the steps outlined in this toolkit, you have learned how to identify your personal limits, communicate them effectively, and enforce them with confidence.

Remember, setting boundaries is not a one-time event but a continuous practice that requires self-awareness, commitment, and assertiveness.

Don't be afraid to adjust your boundaries as needed and seek support from friends, family, or professionals if you encounter challenges along the way.

By prioritizing your well-being and respecting your own needs, you will be able to cultivate healthier relationships, increase your self-esteem, and live a more fulfilling life.

Good luck on your journey!

Carla

If you need help in this journey, reach out to me, let's book a call to see if it makes sense for us to work together so you can achieve your goals faster.

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Join the BelightU Community





HELLO!

MY NAME IS

Carla Martins

**HR Expert / Leadership
Coach**

ABOUT ME:

My purpose is to use my gifts of leadership, compassion, resilience, and a positive and growth mindset to help women step up and speak out to get the career and life they deserve.

Together we will disrupt social norms around Women's role in the workplace, business, politics and family and fight for Women's full and equal participation in all facets of society.

One woman at a time.

carla@belightu.com



favourite color



My hobby / My favourite food / My favourite place

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"Yesterday is gone.
Tomorrow has not
yet come. We have
only today. Let us
begin."

Madre Teresa



Belight.U
Inspire. Enlighten. Belight.