



RESPECTFUL RELATIONSHIPS: UNDERSTANDING AND ESTABLISHING BOUNDARIES

A WEBINAR FOR EMPLOYEES FROM YOUR
EMPLOYEE ASSISTANCE PROGRAM

November 13, 2024

WHY WE SET BOUNDARIES



Maintain a sense of control

Allow time for self-care

Promote self-confidence

Define where you begin and end

Create time and space to solve your own problems

WHY BOUNDARIES MATTER

Boundaries work to:



Protect personal well-being



Maintain work-life balance



Support healthy relationships



Promote mental health

Emotional and psychological benefits, like reducing anxiety and boosting self-esteem

Discussion

Situations where a lack of boundaries can lead to burnout, stress, or relationship conflicts

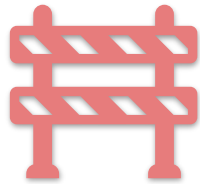
ANALYZING HOW YOU FEEL

Awareness is the first step in making a change!



SETTING BOUNDARIES

Clarify your priorities

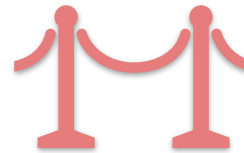


Communicate clearly

Set realistic expectations

Say no when necessary

Create time blocks as needed



Leave work at work



Seek support from management

Be consistent

TIPS FOR MAINTAINING BOUNDARIES

– Know your limits

- Identify personal parameters in terms of time, energy, and emotional investment

– Practice saying no

- Get comfortable declining requests and invitations in a respectful way that maintains the relationship and protects personal time and energy

– Communicate clearly

- *“I need some quiet time to focus on this project.”*

– Start small

- Set smaller boundaries at first, gradually moving to more challenging ones

– Be consistent

– Manage pushback

COMMUNICATE BOUNDARIES



Prepare a script and practice what you will say



Bring someone else into the conversation as a witness if needed

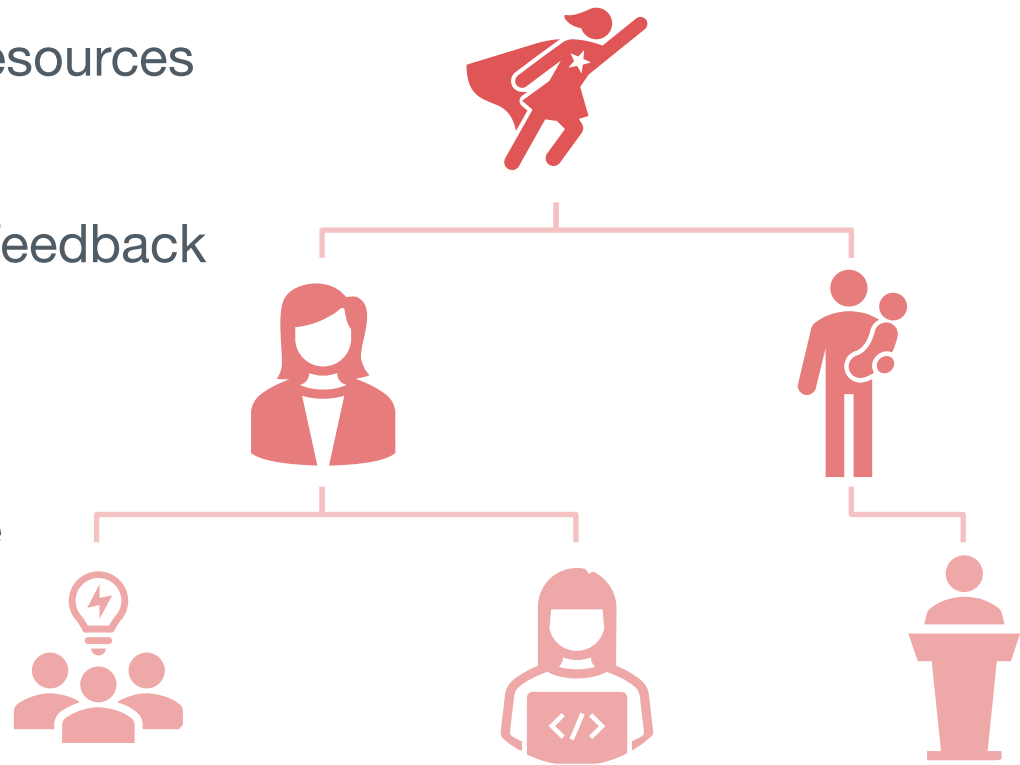


Communicate clearly and directly

- Be straightforward and honest with your friends, family, colleagues, and manager about your limits
- Use “I” statements to avoid sounding defensive
 - *“I can’t take on another project right now.”*
 - *“I need to stick to my workout routine this week.”*

BE OPEN TO DELEGATION

- Figure out what you CAN delegate
- Choose the right person
- Provide the necessary resources
- Set clear deadlines
- Communicate and give feedback and recognition
- Be open to mistakes, understanding that perfection is not feasible
- Follow up regularly



COMMON CHALLENGES

Guilt

Often accompanies boundary-setting

Boundary violations

When someone crosses your boundaries repeatedly, reinforce them firmly but calmly

Conflict

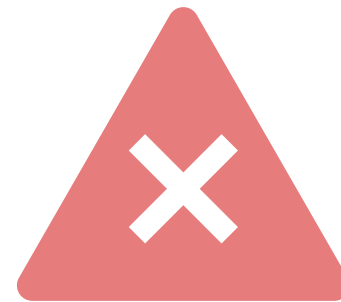
May arise when boundaries are enforced

SELF-CARE AND MAINTAINING BOUNDARIES



Self-care

Setting boundaries is a form of self-care that helps create space for rest, relaxation, and mental rejuvenation



Maintaining boundaries

This is a lifelong practice that can evolve with changing circumstances

RESOURCES

Books

- **Boundaries: When to Say Yes, How to Say No to Take Control of Your Life**
 - Drs. Henry Cloud and John Townsend
- **Daring Greatly: How the Courage to Be Vulnerable Transforms the Way We Live, Love, Parent, and Lead**
 - Brené Brown
- **Set Boundaries, Find Peace: A Guide to Reclaiming Yourself**
 - Nedra Glover Tawwab

- **The Power of No: Because One Little Word Can Bring Health, Abundance, and Happiness**
 - James and Claudia Altucher

TED Talks

- Good Boundaries Free You
[youtube.com/watch?v=rtsHUeKnkC8](https://www.youtube.com/watch?v=rtsHUeKnkC8)
- What Porcupines Teach Us About Boundaries
[youtube.com/watch?v=2Xc5eDqWy5o](https://www.youtube.com/watch?v=2Xc5eDqWy5o)

Podcast

- Terrible, Thanks for Asking
ttfa.org/episodes

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