

# **An Approach to remaining Healthy (Mentally & Socially)**

**3**

# 5 Ways to set boundaries around work

## 1. If your boss routinely Slacks you at 10pm

*The line between work and home is so blurred, it's practically indecipherable. If your manager repeatedly pings you after you've logged off for the day, consider communicating a boundary like this: "I'll be fully present at work, but I need to know that I'm also permitted to fully commit to my home life." If you need to be somewhat available, you can still set a boundary. You may say: "When I step out the door, I'm going home to be with my family. However, I appreciate that urgent things happen, so I'll check my email once a night at 9pm."*

## 2. If your time off is interrupted

*You'd probably prefer not to take your colleagues along on vacation – but a few might insist on showing up in electronic form. You may want to send your manager a note ahead of time: “I’m offline from X to Y. If you need me urgently and can’t reach this person, this person, or this person, give me a call and I will commit to responding within 24 hours.” If you still feel bad, it is suggested that you repeat this mantra: “I respect myself enough to grant myself this opportunity to take a break, I deserve it.”*

### 3. If your boss piles on – and on and on

*Part of you is probably pleased to be your boss's go-to; it means they recognize and appreciate your skills. But you also want a reasonable workload; however, too much to do can trigger burnout. It is suggested that you take a big-picture approach. Perhaps by saying something similar to this statement: "Hey my workload is really high, can we talk about how to prioritize? OR "I'm going to need to say no to new things that come up, or take some existing things away."*

## 4. If your chatty co-worker won't let you work

*Don't be afraid to be direct. It is suggested that you tell your colleague you have something you need to get done. You could also communicate a boundary silently, through actions – perhaps by looking at your watch or standing up. “Physically give the cue that you're leaving your workspace.”*

## 5. If you crave a different style of feedback

*Ideally, we would like feedback that helps us succeed, but that may not be happening. It is suggested that there is room for a conversation. It is suggested that you may say, I appreciate that you are giving me all this constructive feedback, but I also need to know where I'm doing well. What should I keep doing?"*