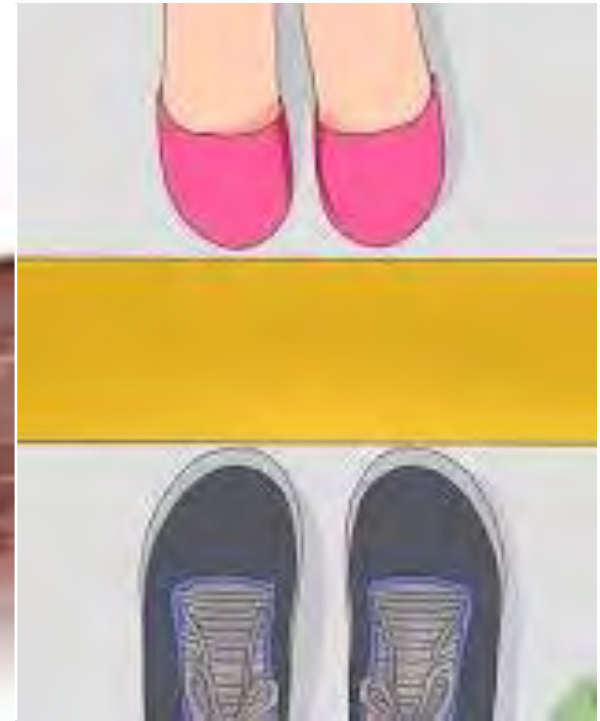


# ENOUGH IS ENOUGH: Why Professional Boundaries Matter

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# BOUNDARIES

SELF

BACKGROUND

FACTORS THAT BLOCK

SKILLS



SELF

# How often do you:

See yourself as the only one who can get the job done?

Ask for help when you need it?

Say “yes” when you mean “no?”

Feel guilty when you do say “no?”

Give yourself permission to not respond to others’ requests? Or at least not right away?

Become overly involved in others’ problems or difficulties?

Plan down time?





# Definition







- **The amount of physical and emotional space allowed between self and others**
- **Defines where you end, and others begin**
- **Clarifies acceptable and unacceptable behaviors from others**
- **Teaches others how to treat us**
- **Defines you in relation to others**
- **Is all about our relationships**

# Areas

Physical



Time



Intellectual /Emotional



Energy



# TYPES

Collapsed  
(Porous)

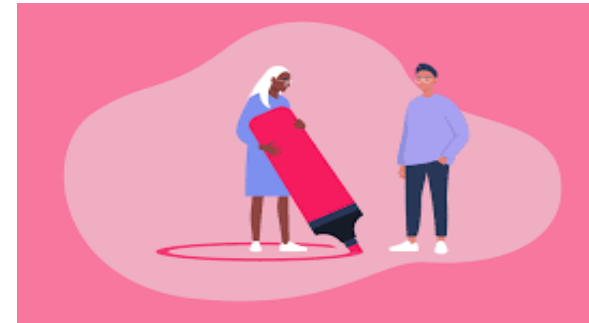
Healthy

Rigid



## People with healthy boundaries:

- have limits and recognize what they are.
- know what they will or won't do.
- know what they will allow with others.



## People with unhealthy boundaries:

- don't know what information to share.
- trust too easily.
- have poorly defined limits.
- overly tolerant of inappropriate behaviors.



"Is **THIS** the line you're telling me not to cross?"

# Why are boundaries important?

## **BENEFITS**



# Work

- Productivity
  - Enhanced Creativity
  - Better focus/concentration
  - Easier Decision Making
  - Increased empathy
  - Increased energy
  - Career/life balance
- 
- Increased worker effectiveness (Lee & Miller, 2013)
  - Increased job and self satisfaction (Horstmann, 2018)



# Relationships

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Better at:

Negotiating difficult relationships  
Communicating needs-- assertiveness  
Recognizing limits  
Expressing emotions

- Less likely ---to blame others
- Less likely-- to take things personally, make assumptions



# Health— Mental/Physical

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Greater protection of your rights

---

Improved self-awareness

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Better stress management

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Greater ability to constructively solve conflicts

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More self-compassion and compassion

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## **Better self-care**

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An increased feeling of safety

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A feeling that you are valued and accepted



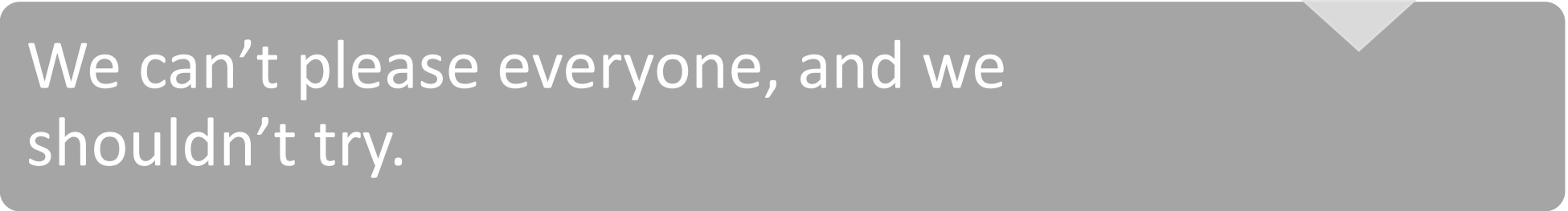
We can't do it all and shouldn't try.

An orange rounded rectangular box containing the text "We can't do it all and shouldn't try." A light orange arrow points downwards from the bottom right corner of this box to the top right corner of the box below it.

We can't be everything to everybody and shouldn't try.

A brown rounded rectangular box containing the text "We can't be everything to everybody and shouldn't try." A light gray arrow points downwards from the bottom right corner of this box to the top right corner of the box below it.

We can't please everyone, and we shouldn't try.

A gray rounded rectangular box containing the text "We can't please everyone, and we shouldn't try." This is the final box in the sequence.

# When We Don't

- Resentment
- Less productivity
- Career burn out
- Less enjoyment of job
- Compassion fatigue
- More sick days



# Signs We Need More/Better

- Increased anxiety
- Decreased patience
- Difficulty relaxing
- Changes in memory and focus
- Feeling more irritable/cynical/angry
- Experiencing less fulfillment at work



Why don't we?



# Brain





# Environment/Culture



# Environment/Culture



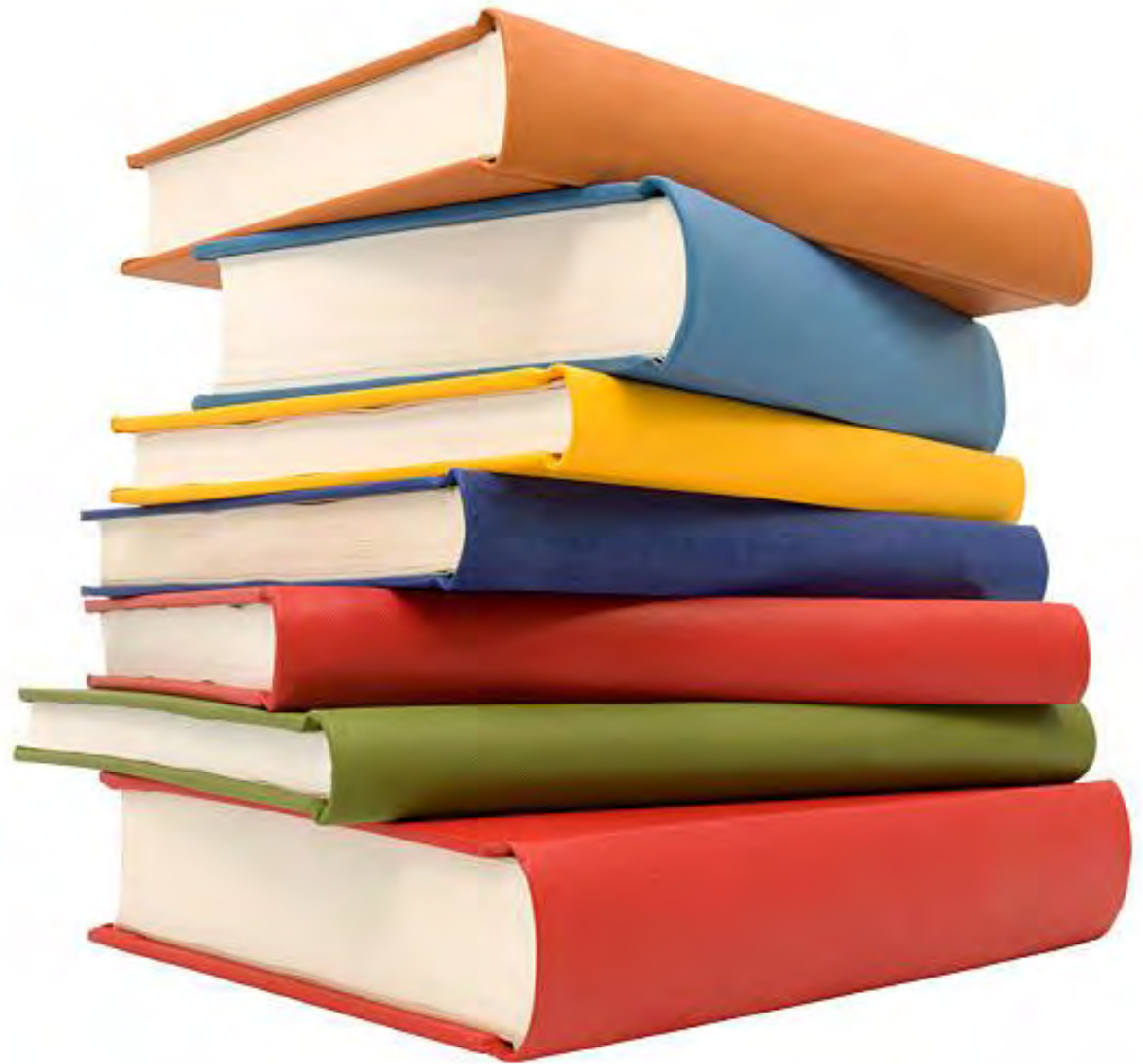


**Technology**



# Lack of knowledge

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# Sources of Power/Influence

Legitimate

Referent

Reward

Expert

Coercive



# Self Esteem



01

Don't think we're  
allowed/entitled

02

Second guess  
ourselves

03

Source our value  
from others, and  
from helping others

# HALT

- Hungry
- Angry
- Lonely
- Tired



**HALT!**

**Hungry, Angry, Lonely, Tired?**

**...stressed, bored, or otherwise emotional?)**

*"I'm not hungry, but I'm going to eat this anyway"*



Fear/FOMO

# Myth

In close relationships,  
you shouldn't have to  
communicate your needs  
to others.



# Attitude/Mindset

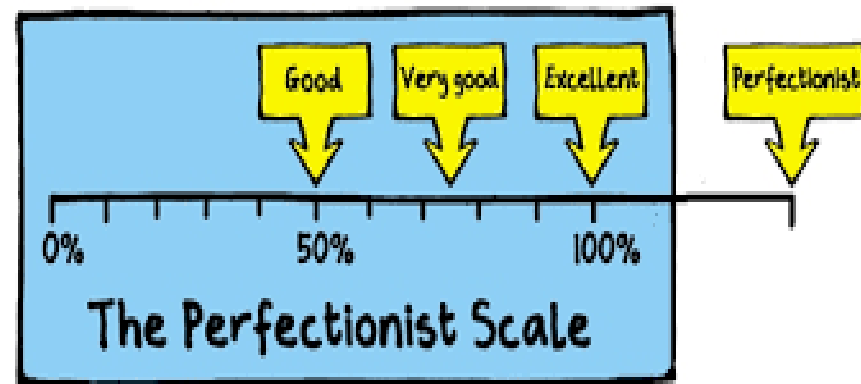
Victim



Superhero Syndrome- self sufficient



Perfectionist



# Compromised Communication

Vague

Passive

Passive Aggressive

Aggressive



# Vague

- Abstract
- Multiple meanings
- Not familiar/common knowledge
- Incomplete

# Cliché, Generic, Jargon

- Awesome
- Unprofessional/professional
- Inappropriate
- Empower
- Synergy
- Paradigm
- Best Practices
- Soft Skills
- Think outside the box
- Manage Expectations

# Passive

Deny or Ignore  
Needs



Allow others to be  
comfortable and  
violate your space



Express needs in  
apologetic or  
qualifying ways





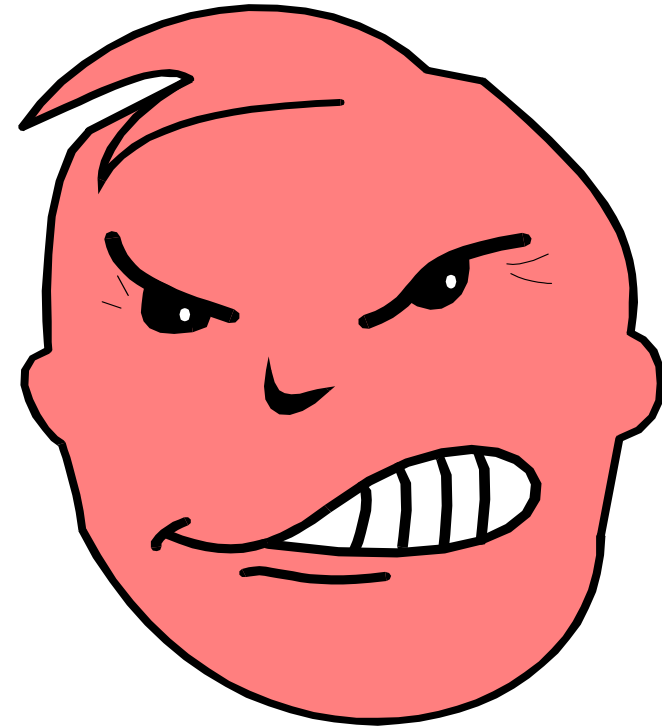
# Passive Aggressive

- Assume others know your boundaries and get frustrated when they don't comply. (my notes)
- Express oneself indirectly
- Sarcasm, tone, gossip, faking compliance



# Aggressive

- Rigid, inflexible standards of how to engage with others.
- Strict rules for all people.
- Express needs/feelings, boundaries at another's' expense, abrasive:  
Rude, loud, abusive



# SKILLS

Intention

Self-Awareness

Communication



# Intention – What do you want to happen?

1

Build mutual respect  
between myself and  
my co-workers

2

Balance work and  
personal life

3

Prioritize my needs

# Self Awareness

- Value
- Feelings
- Needs
- Limits







# Value

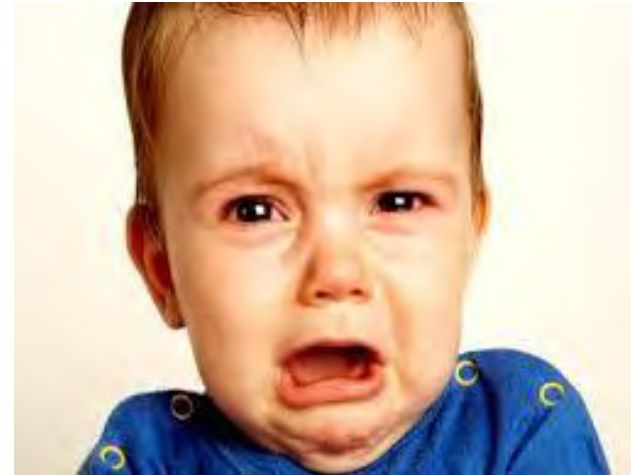
Healthy Entitlement:  
What you deserve

# Feeling Triggers

Who or what triggers positive feelings?



Who or what triggers negative, uncomfortable feelings?



# Feelings most associated with compromised boundaries:

## FOG

Fear



Obligation



Guilt



# Needs

## What do I Need?

### Respect

Down Time

Connection

Appreciation

### Be specific:

Schedule in advance

**Not being interrupted . Let me finish my thought.**

An hour break – uninterrupted – during the day

Saying “Thank you.”



# Limits

Will it take me out of my way or kill time I can't afford?

Will it make me complain later?

Is it something I don't like to do?

Do I really want to help this person?

Why should I feel obligated to agree?

What do I really want or need to do?





# Communication Strategies





Clear

Concise

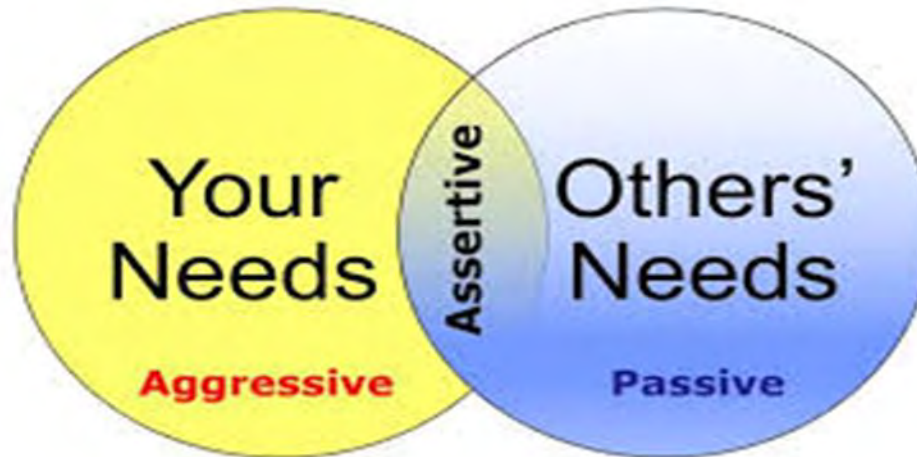
Consistent

The background is a complex, abstract pattern of overlapping hexagonal shapes. These shapes are rendered in a variety of colors, including deep blues, purples, greens, and yellows, creating a rich, iridescent effect. The lighting appears to come from the upper right, casting highlights on the edges of the hexagons and creating a sense of depth and texture. The overall composition is dense and visually stimulating.

Clear

# Assertive Skills

Express needs, values and concerns clearly, directly and appropriately.



*If I am not for myself who will be. If I am only for myself, what am I?* Rabbi Hillel





**Concise**

# Different ways to say “NO” respectfully



***Never do more for another person than they're willing to do for themselves.***

Katherine Woodward Thomas

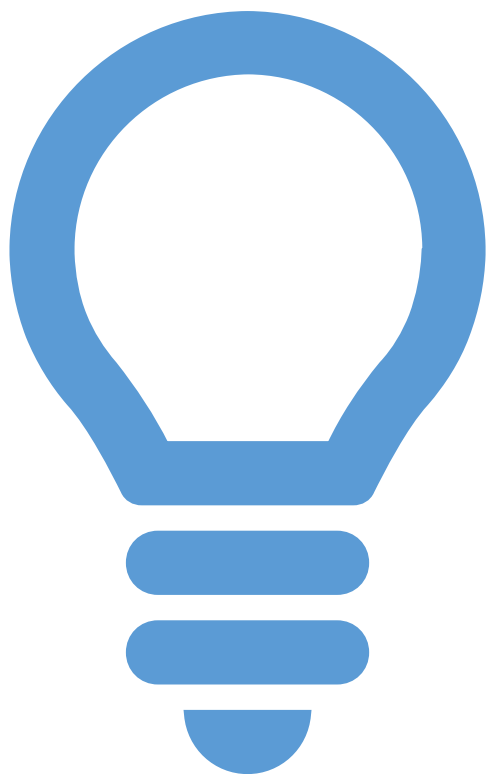




**Consistent**







TIPS

# Preparation: Be Ready



**Decide** – which topics are off base

**Practice** – responses – trial and error practice makes it comfortable, smoother

**Strategies** – withdraw, remove self, change subject, ask about them, different approaches

Make a list of things/people you would like to start saying "no" to.



- ☐ yes
- ☒ no
- ☐ maybe



The background of the slide is a repeating pattern of pink alarm clocks. Each clock has a human-like face with large, wide-open eyes and a screaming mouth, showing a red tongue. The clocks are scattered across the frame, some slightly overlapping. The background color is a solid teal or light blue.

# Expression

Until Today





**Pushback** – they ignore that you mentioned a boundary; continue to do what they want

**Testing limits** – try to sneak, manipulate, get one past you – attempt to do what they want in a way that you might not notice

**Rationalizing and questioning** – question the reason for your boundary and its validity

**Defensiveness**– challenge what you say or your character; make excuses why their behavior is okay

# Difficult Responses

# Managing boundaries with difficult people

Assertively restate the boundary as needed

\*\*\*Communicate a consequence if your boundary is not respected

When possible, correct the violation in real time. Don't wait

Be consistent with implementing boundaries— actions speak volumes

Accept that others are entitled to their responses even if it's different from the one you like/prefer

Choose not to take it personally

Manage your discomfort

Sooner set  
boundary, quicker  
get response

Later – harder to  
set

Easier to lighten  
up then to  
tighten up

Don't have to  
wait until your  
upset

Change own  
behavior vs trying  
to change others

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