



Personal Effectiveness as a Leader: Setting Personal Boundaries

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Personal Boundaries



Personal boundaries are the limits and rules we set for ourselves within relationships. A person with healthy boundaries can say “no” to others when they want to, but they are also comfortable opening themselves up to intimacy and close relationships.

Setting boundaries at work is critical for maintaining our wellbeing and sense of control

To “thrive”, we must set boundaries

Who has Challenges with Boundary Setting?

Setting boundaries at work and home helps other people understand how to work with you. Over time, they will learn how you work and will start to fit in with your patterns and standards.

Setting boundaries at work and home will help you reduce the amount of time you spend reacting to other people's desires. Instead, you'll be able to work more on your own terms, rather than by playing by someone else's rules.



Common Boundaries Challenges

- Lack of a clear understanding of the difference between what is urgent and what is important to maintain a healthy work-life balance.
- Procrastination or being a perfectionist.
- Is the time we spend on projects proportionate to their importance?
- Multitasking which steals our ability to focus and drains us of our energy.



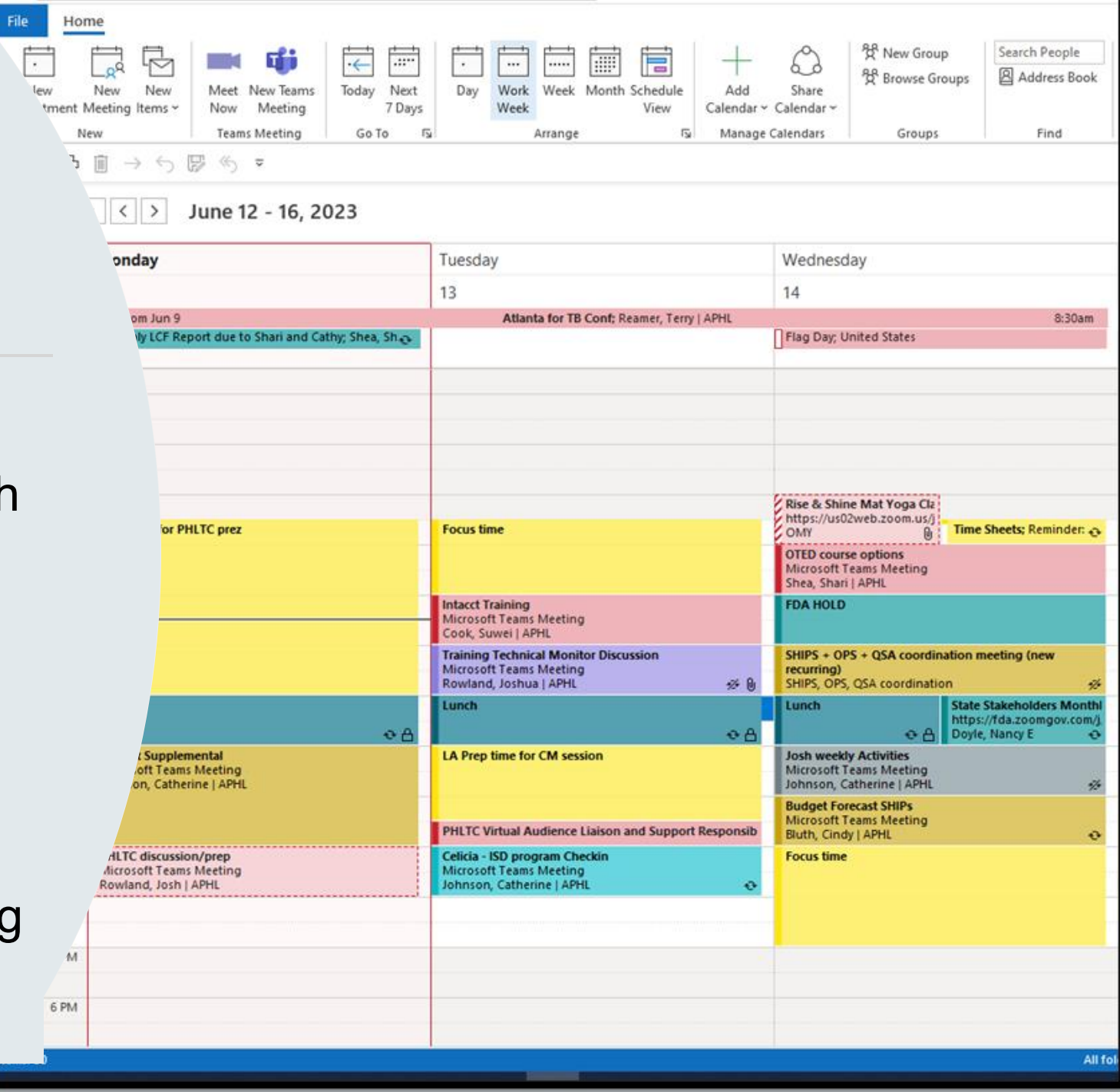
Boundary 1: Time Management How You Use Your Time

Use your calendar.

Book “work time” for yourself, which is focus time to complete specific tasks.

The way you manage your time is sacred. Using your time effectively

control over your day and improving your productivity..





Boundary 2: Ways of Working

- Set the time you start and finish work
- Set the environment in which you work
- You won't always be able to work exactly the way you prefer, but if you don't set boundaries, you can be sure that you will never be able to.

Boundary 3: Privacy, Involvement and Sharing of Information

You have a right to some degree of privacy, even in the workplace.

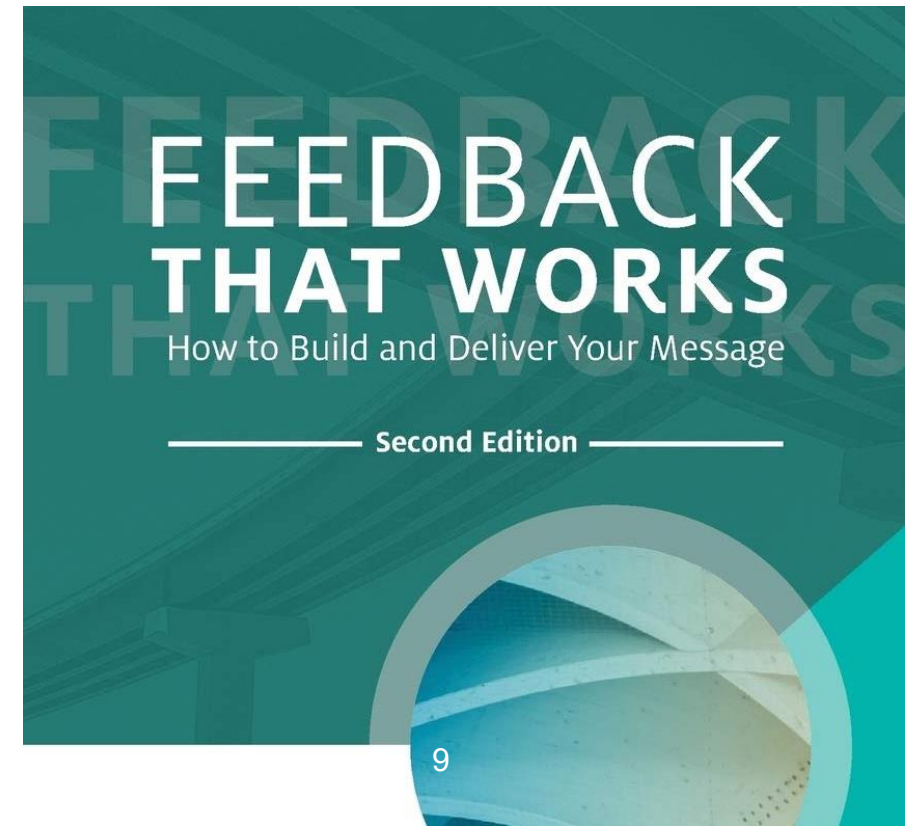
Define how you want others to be involved in your work. If you share every piece of information you have, over time people will expect to know everything, all the time.

You need to be careful, because with some people if you “Give an inch, they will take a mile”.

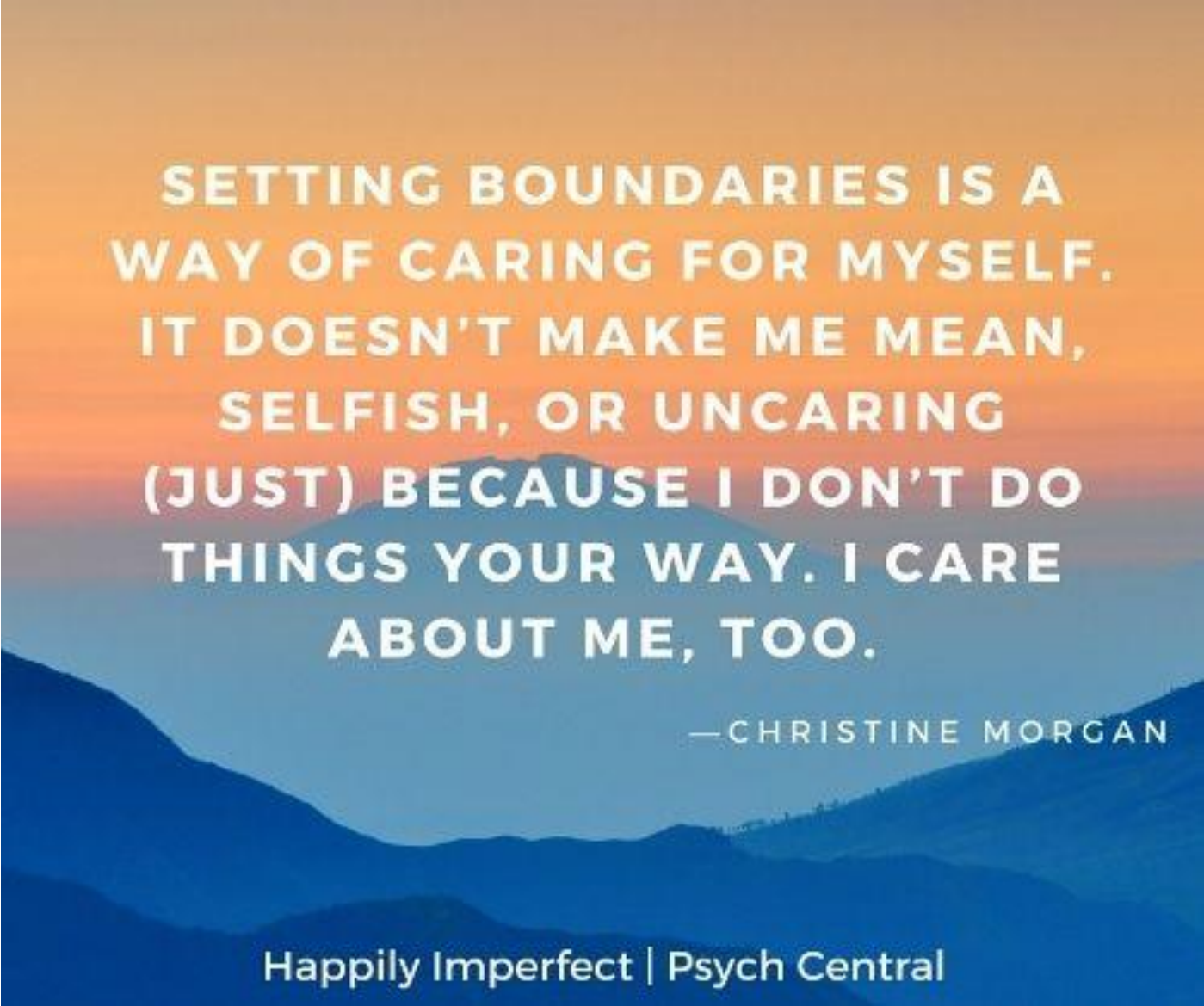


Boundary 4: Behavior

- If people are rude or disrespectful to you and your team members, this needs to be corrected.
- Without setting boundaries, people will simply continue to act as they please, which sets a precedent for future behavior.
- If someone steps over the line, you need to be able to name the behavior, and say that it isn't acceptable.
- While there are many models, consider using the SBI Model (Situation, Behavior, Impact). Refer to resources provided.



Quote

The quote is presented on a rectangular graphic. The background features a gradient from a warm orange at the top to a deep blue at the bottom, with silhouettes of rolling mountains in the lower half. The text is centered and written in a clean, white, sans-serif font.

SETTING BOUNDARIES IS A
WAY OF CARING FOR MYSELF.
IT DOESN'T MAKE ME MEAN,
SELFISH, OR UNCARING
(JUST) BECAUSE I DON'T DO
THINGS YOUR WAY. I CARE
ABOUT ME, TOO.

—CHRISTINE MORGAN

Happily Imperfect | Psych Central

Setting Boundaries





1. Identify Your Most Critical Boundaries

- Start by choosing the most important areas of your work that you want to protect.
- In general, setting boundaries for every aspect of your work is unnecessary. It is only in certain areas where you will find people taking liberties and pushing your buttons. These areas need your attention

2. Take a Position

- Take a position regarding the situation at hand. This really means defining your stance on the problem, and this will become your boundary position.
- You can't set a boundary if you don't have a clear position.

3. Automate Your Boundary

- Use a system or process to help you reinforce a boundary.
- Being able to automate your boundaries is powerful and quite achievable.



4. Be Consistent

Consistency is a huge part of setting boundaries at work.

Being consistent is critical, because it trains the people around you to behave in a certain way.



Resolving Conflicts around Maintaining Boundaries



Sometimes, your boundaries will be incompatible with the needs of the people around you.

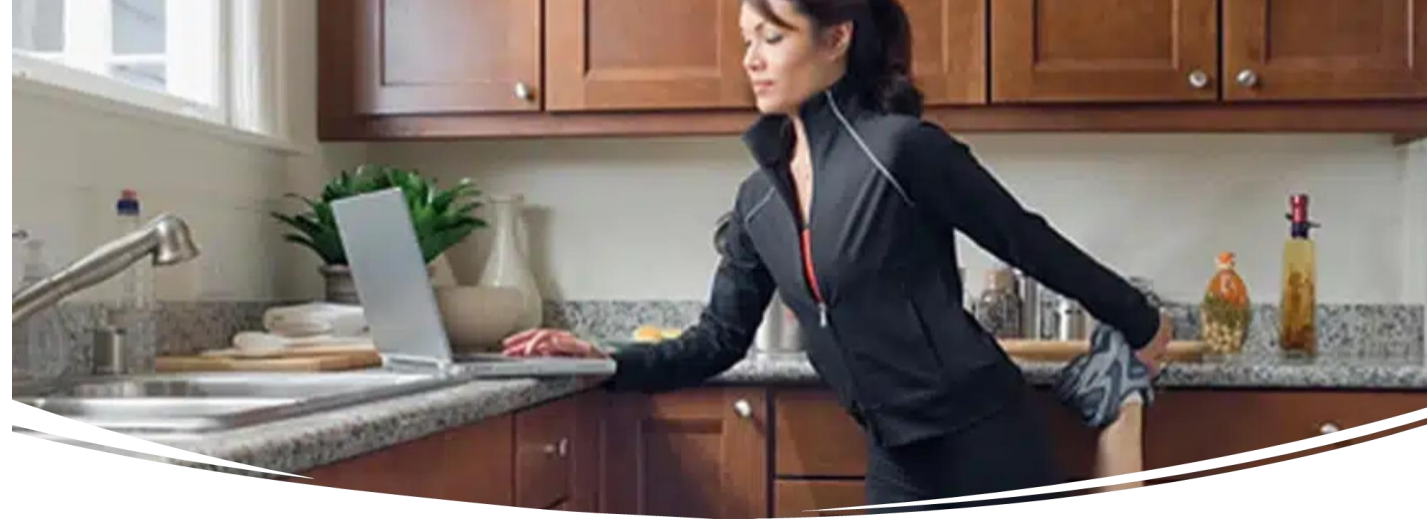


As you begin setting boundaries at work, you will start to see these areas of potential conflict.



These ***conflicts*** are a ***perfect opportunity to have an open discussion about what you need***, and why you're trying to put boundaries in place.

Maintaining a Personal Boundary by Reducing Stress



- Spend 30 minutes exercising at least 3 times each week. Work up a sweat!
- Learn and practice personal relaxation techniques.
- Reduce caffeine consumption.
- Eat moderately – not too much and not too little.
- Get still and center. Meditate.
- Plan each day.
- Develop good time management and organization techniques.
- Get sufficient rest and sleep each night.
- Simplify everything.
- Use humor to lighten your mood and recharge – smile, laugh, play more, and have fun.
- Count your blessings each day. Be grateful and thankful often.
- Be kind to yourself and others. Say nice things aloud.
- Set personal goals. Focus on your sense of purpose.
- Grudges are heavy burdens – forgive yourself and others.
- Practice optimism and positive expectancy.
- Cultivate hope.

Going forward...

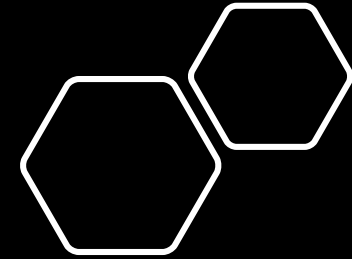
In many cases when you set a clear boundary about something that is important to you, people will simply respect it.

Start setting boundaries at work for the aspects that are most important to you.

This way, you can craft a working environment that helps you to feel calm, in control and empowered in your leadership role.



No is a Complete Sentence



Final Activity

Write a note to yourself about what you will **commit to doing to set your personal boundaries**

- Virtual audiences: Use a stickie note and put it on your screen



Having healthy boundaries is a form of self-love and self-respect

Having
healthy
boundaries
is a form of
self-love and
self-respect

LaWhimsy//Monday Mantra

Resources

- [Thoughtful Leader: Setting Boundaries at Work: Why It's Crucial](#)

<https://www.thoughtfulleader.com/setting-boundaries-at-work/#:~:text=How%20Leaders%20Should%20Be%20Setting%20Boundaries%20at%20Work,Your%20Boundary%20...%204%204.%20Be%20Consistent%20>

- [Center for Creative Leadership](#) <https://www.ccl.org/leadership-programs/>
- [How to Deal With and Manage Stress at Work in 10 Ways](#)

<https://www.justworks.com/blog/10-ways-reduce-workplace-stress>

- [Find more resources on reducing stress on CoLABorate](#)