

A TOOLKIT FOR PROFESSIONALS  
MINDFULNESS AT WORK

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# Setting Boundaries at Work

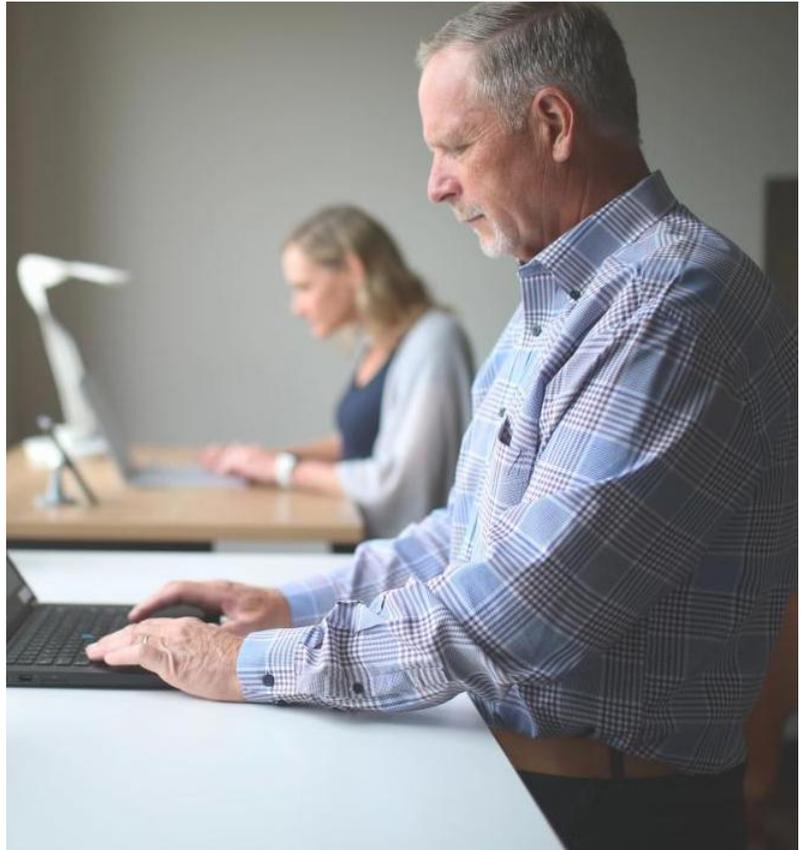
## SETTING BOUNDARIES IS SELF-CARE:

There are many different types of boundaries we can set – physical, emotional or time boundaries are just a few. At work, we might need to set a boundary with a colleague or limit how many hours we are putting into something. While boundary setting can be difficult, it is crucial for our wellbeing.

## ASSESSING YOUR NEEDS:

Assessing your needs and limits is an often overlooked step in setting healthy boundaries. If you feel stronger boundaries are needed at work, practice the following mindful inquiry:

- 1 Sit comfortably in a quiet place. Settle into your seat, relax your shoulders and your belly, and lower your gaze.
- 2 Once you feel grounded, call to mind the issue at hand – what is it that makes you feel you could use a boundary?
- 3 Reflect on the following questions one by one. Note how you feel in your body, and in your mind. What insights arise?
  - What am I feeling right now regarding this issue?
  - What do I need to feel this has been resolved?
  - What would it feel like to have received what I needed?
  - What type of boundary would help me meet my needs?
  - If this boundary involves someone else, how can I communicate this boundary clearly, compassionately, and courageously?



## 3 TIPS FOR SETTING BOUNDARIES WITH OTHERS

When communicating your boundaries, stay as focused as possible on your needs, rather than the wrongdoing of another.

Seek support from someone you trust. Setting boundaries is not always easy, and it's helpful to have encouragement.

Setting boundaries doesn't always mean they'll be respected by others. Reflect on what you might say to compassionately assert your boundaries.