



Setting Clear Boundaries and Managing Your Time

We live in a fast paced world where our personal and professional demands can often be overwhelming.

- Do you ever feel like you have too much to do and too little time?
- Do you find yourself agreeing to things when you know it's too much?
- When was the last time you said "yes" to something you wanted to say "no" to?

We all do it. We over-commit. Whether it's agreeing to meet a friend for dinner when you just don't have the time, or taking on a project at work because no one else stepped up to the plate. And in the end someone pays price and in most cases it's you. I want to invite you to consider some the benefits of setting clear boundaries; your time is protected, your energy is higher, and probably you are more productive and happier in general. Below is a short exercise to help you begin to create healthy, manageable boundaries. In column one identify the boundaries where you are weak or where you are permitting others to cross. In the second column a write a down 2 or 3 word solution. Be specific.

| Boundary Being Crossed | Action Solution |
|---|-----------------|
| Ex: Getting dumped on by ineffective coworkers because my work is completed on time | Say No |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |
| 9. | |
| 10. | |

From the list above, identify 3 boundaries you want to work on. Notice when people attempt to cross the boundary. Say no or employ the strategy you noted above. Communicating you boundaries in advance to people can also help you to avoid the temptation to overcommit. Once you have mastered maintaining the 3 boundaries, shift your focus to 3 new boundaries. Notice how your time increases and you frame of mind improves!

*Exercise adapted from Coach U, Inc.'s personal development workbook.

