

MANAGING YOUR BOUNDARIES

“YOU TEACH PEOPLE HOW TO TREAT YOU BY WHAT YOU ALLOW, WHAT YOU STOP AND WHAT YOU REINFORCE”

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RECOGNISING A COMPROMISED BOUNDARY

- Know your values
- Listen to your gut instinct
- Your comments about being stretched are being overlooked
- You feel unable to say no
- Doubting a decision – why did I take this on?!
- Feeling anger, burnout and resentment
- Identify your limits, when boundaries are constantly crossed they need revisiting

SO HOW DO I SET A BOUNDARY?

Example one

Stakeholder: Can you do this report for me by tomorrow?

Team member: I am currently working on a deal that will take all my time today. I can look at it later this week? Is there anyone else on the team to support?

Stakeholder: Can you do it at the end of the day?

Team member: I have personal commitments after work, (I do a Spanish class on a Wednesday evening so can't fit it in today). Can it be done tomorrow? I can look then if not too late

Example two

Manager: Can you get the team together for a call at 5pm today?

Team member: I am currently home-schooling and need to support my family at that time. Can it be done at another time this week?

Manager: It is urgent so can you make time for it tomorrow?

Team member: If it is important I can do it tomorrow but will need to make it at 4pm rather than 5pm as I'm conscious the team are working hard and have personal commitments

Example three

Team peer: You are always so good at helping me with the programme spreadsheet, can you do the update for me please?

Team member: I am currently flat out on some other reporting with a tight deadline. Can I look at it next week? Perhaps if you could give me some notice I'll be able to book the work in the diary.

Manager: It is urgent so can you make time for it please?

Team member: I don't have capacity at the moment. Can you find a work around this time? I've got some of my own business deadlines to meet. I'll always help you when I've got capacity but I need more notice in future please.

Example Four

I've been reflecting on my recent working patterns, staying online late into the evening and working weekends and the negative impact it's been having on my health / personal time / family. As a result, I've made a commitment to myself to finish work on time, at 5.30pm each day. I wanted to let you know so you can bear it in mind if you need anything from me.

SETTING BOUNDARIES – TEACH PEOPLE HOW TO TEACH YOU

- Turn off when you are off
- Guard your time
- Identify habits and behaviours wasting your time
- Conserve your energy
- Take time to respond
- Communicate clearly
- Prepare for pushback at first
- Hold yourself to account
- Understand that saying no to a task doesn't mean you won't be liked or limit your career

HOW EFFECTIVE ARE WE AT CONSISTENTLY WORKING LONG HOURS?

Research has found that productivity per hour decline sharply when a person works more than 50 hours a week.

After 55 hours, productivity drops so much that putting in any more hours would be pointless. Those who work up to 70 hours a week are only getting the same amount of work done as those who put in the 55 hours

If you don't have an off switch find one as the damage to your health and well-being is not sustainable long-term

FINDING YOUR OFF SWITCH

- Adjust your expectations
- Plan your next day
- Create a routine with an end time
- Find a transition and bookend your day
- Change the relationship you have with your phone
- Withdraw your attention, do something tactile if you are an overthinker
- Manage your boundaries!
- If you are a naturally busy person you will never have an off switch and need to find ways to switch off to enable you to continually be your best self at work and at home

SO HOW DO YOU JUGGLE EVERYTHING?

- Identify your limits and set realistic expectations
- Put your own oxygen mask on first
- Make conscious choices
- Know it is okay to drop plastic balls
- Empower yourself to say no to things that compromise boundaries or don't align with work goals
- Be present in what you are doing and set your intention for who you need to be in that moment

WHEN YOU RETURN TO WORK – ASKING FOR WHAT YOU WANT

- Be clear on your ask, what do you want and the outcome
- Prepare to have the conversation, what will the likely objections be?
- Understand your boundaries
- Understand your stakeholder/managers point of view and step into their shoes
- What are their priorities and constraints?
- What information do they need to say yes?

REFLECT

Which boundaries do I need to reset?

What is stopping me from saying no to work and protecting my health and well-being?

What boundaries do I need to review in my personal life?

What can I put in place to protect my well-being and switch off from working in my personal time?

What difference would switching-off from work make to my personal life?

Who can I tell to help hold me to account?

What can I do today that will make a difference to how I operate this year?

