

4 KEY BOUNDARIES FOR A HEALTHY WORKPLACE

Adapted from:
Giombi, D (2015). From Stressed to Centered: A Practical Guide to a Healthier and Happier You.
Saunders, EG (2019). Protect Your Time at Work by Setting Better Boundaries. Harvard Business Review

PEOPLE BOUNDARIES

Clear, respectful communication

Constructive feedback

Zero tolerance of intimidation, discrimination, harassment, violence, etc.



SPACE BOUNDARIES

Agreed upon policies for remote and/or hybrid work

Separate work spaces are allocated for individual focus vs. group collaboration

TIME BOUNDARIES

Time-blocking for high-priority projects

Agreed upon expectations for meeting availability & length

Enforced policies for sending & responding to work texts or emails

Enforced policies for breaks, vacations, etc.



ROLE BOUNDARIES

Clarity on job scope and responsibilities

Realistic & manageable expectations for workload

Workers participate in decisions for work schedules and workload

Agreement on work/life integration



THOUGHT QUESTIONS:

What boundaries can you establish to help you focus on your priorities without risking burnout?

How can you communicate your boundaries clearly and respectfully to your colleagues and superiors, ensuring they understand your limits without compromising professional relationships?

What strategies will help you maintain a healthy work/life balance?

