

SETTING HEALTHY BOUNDARIES

WORKSHEETS

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WORKBOOK



BOUNDARIES IN ACTION: RELATIONSHIPS, WORK, & TIME

WORKSHEETS

INTRODUCTION

This chapter guides you through using boundaries in your closest relationships – family, romantic partners, friendships, the workplace, and with your own time and energy.



BOUNDARIES IN RELATIONSHIPS

Boundaries help relationships stay healthy and respectful. They make space for both people to feel safe, heard, and understood.

PERSONAL SPACE AND EMOTIONAL SAFETY EMOTIONS

Everyone needs space – physically and emotionally. It's okay to ask for alone time, quiet, or to pause conversations when emotions run high.

SAYING NO WITHOUT GUILT

You don't have to say yes just to keep the peace. A kind and honest "no" can be more respectful than saying yes and feeling resentful.

RESPECTING OTHERS' BOUNDARIES TOO

Healthy boundaries go both ways. Listen and respect when someone else sets a limit, even if it's different from yours.

SPEAKING UP WHEN SOMETHING FEELS OFF

If something hurts or bothers you, say it early. You can express your feelings without blame by saying, "That didn't sit right with me. Can we talk about it?"



BOUNDARIES AT WORK

Workplace boundaries help you stay productive, respected, and avoid burnout. Without them, it's easy to feel overwhelmed.

Set Clear Work Hours

Decide when you start and stop working, especially with emails, messages, or requests after hours.

Protect Your Focus

It's okay to say, "I need to focus on this task – I'll check in with you when I'm done."

Say No to Overload

If your plate is already full, speak up. Try: "I'd love to help, but I'm at capacity right now. Can we revisit this later?"

Don't Let Work Take Over Your Life

You deserve rest. Boundaries help you balance work and life without feeling guilty for logging off.

BOUNDARIES WITH TIME & ENERGY

Know Your Energy Limits

Tune into how you feel. If you're drained, it's okay to cancel plans, rest, or say, "I need time to recharge."

Avoid People-Pleasing with Your Schedule

It's not your job to make everyone happy. It's okay to decline things that don't serve your wellbeing.

Schedule Breaks and Alone Time

Just like meetings or plans, time for yourself should be protected and respected.

Prioritize What Matters Most

Use boundaries to create space for what truly matters – family, hobbies, rest, creativity, or healing.

BOUNDARIES IN REAL LIFE

Instructions: Fill in the blanks with real-life examples based on your experiences.

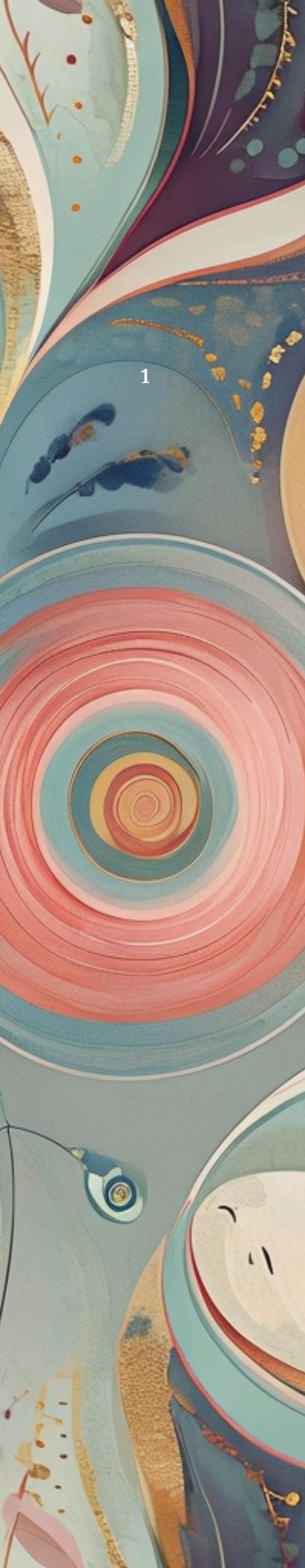
Think of a current relationship where you feel drained. What boundary could help?

What work habit or task often overwhelms you? What can you change or say no to?

How do you currently protect your time? Where could you improve?

Write one boundary you want to try this week in a relationship, at work, or with your schedule.





ENERGY + TIME CHECK-IN

Instructions: Write real-life examples based on your experiences.

What's something you've said yes to recently that you didn't want to?

How did it affect your time, energy, or mood?

ENERGY + TIME CHECK-IN

Instructions: Write real-life examples based on your experiences.

What could you say next time instead?

What part of your day or week feels rushed or overcrowded?

Where could you create more space or breathing room?

