



DIGITAL BOUNDARIES

01.

What are they

Clear rules for technology use:

- email
- messaging
- telehealth
- device
- social platforms

Maintaining digital boundaries is integral so work doesn't spill into every hour.

Why they matter

Always-on communication increases stress, errors, and role confusion. Digital clarity protects privacy, wellbeing, and therapeutic integrity.

02.

Common pressure points and tisk areas

- After-hours emails or messaging spirals
- Unplanned telehealth outside secure platforms
- Client contact via personal phone/social media
- Notification overload during sessions or documentation

03.



Workplace responsibility: Provide secure systems, clear contact policies, after-hours guidelines, and training in digital ethics. Leaders should model healthy tech use.

04.

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05.

Core Strategies

1. **Set Availability Windows:** Publish response times (e.g., 9am–5pm) and stick to them.
2. **Use Approved Channels Only:** No client contact via personal phone or social media.
3. **Disable Push Notifications:** Turn off alerts for email and messaging outside work hours.
4. **Batch Communication:** Check emails twice daily instead of constantly.
5. **Secure Your Tech:** Lock screens, encrypt files, and avoid sensitive content offsite.
6. **Session Focus:** Silence devices and disable pop-ups during client sessions.
7. **Create a Digital Exit Ritual:** Log out of work apps at the end of the day.
8. **Supervision Check-In:** Discuss digital boundary challenges and solutions regularly.

Quick Self-Check

- Do I reply to work messages after hours?
- Have I used personal accounts for client contact?
- Do notifications interrupt my sessions?

06.

Supervision prompts

Where have digital boundaries blurred recently? What's the impact?
What policy or script will help me hold the line with clients and colleagues?
What after-hours plan can my team adopt collectively?



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