



PERSONAL BOUNDARY BUILDER

THE ELITE ADVANTAGE
WWW.THEELITEADVANTAGECOACHING.COM
INFO@THEELITEADVANTAGECOACHING.COM



Personal Boundary Builder

This checklist guides you through establishing and maintaining healthy boundaries to protect your mental well-being and energy levels. Follow these steps to create a sustainable boundary system that supports both your professional success and personal peace.

1. Foundation Assessment

● Track current boundary patterns for one week

Document situations where you feel drained or resentful to identify existing boundary violations and areas needing improvement.

- **Identify non-negotiables**

List aspects of your life that must be protected to maintain well-being and effectiveness.

- **Map energy patterns**

Track your daily energy levels to understand your natural rhythms and optimal working periods.

2. **Digital Boundaries**

- **Set specific email/message checking windows**

Establish and communicate designated times for checking and responding to work communications.

- **Configure notification settings**

Turn off non-essential notifications and implement "Do Not Disturb" periods for focused work.

- **Create separate work/personal profiles**

Establish distinct digital spaces for work and personal activities to maintain clear boundaries.

3. **Time Management Boundaries**

- **Establish meeting protocols**

Create clear rules for scheduling meetings, including advance notice requirements and preferred times.

- **Define work hours**

Set and communicate specific working hours, including when you're available for collaboration.

- **Create transition rituals**

Develop specific activities that mark the shift between work and personal time.

4. **Physical Space Boundaries**

- **Designate specific work areas**

Create dedicated spaces for work activities, especially when working remotely.

- **Optimize environment**

Arrange your workspace to support focus and minimize stress-inducing elements.

- **Implement ergonomic supports**

Set up proper equipment and arrangements to prevent physical strain.

5. **Communication Implementation**

- **Draft boundary statements**

Prepare clear, professional responses for common boundary-crossing situations.

- **Communicate boundaries to stakeholders**

Share your boundary system with colleagues, clients, and team members.

- **Create auto-responders**

Set up automated messages that reinforce your communication boundaries.

6. **Maintenance System**

- **Schedule quarterly boundary reviews**

Set regular times to assess boundary effectiveness and make necessary adjustments.

Document boundary violations

Keep track of when and how boundaries are crossed to identify patterns.

Create response protocols

Develop specific steps for addressing boundary violations when they occur.

Support Structure

7.

● Identify boundary allies

Find colleagues or mentors who support your boundary-setting efforts.

● Create accountability system

Establish regular check-ins to ensure boundary maintenance.

● Plan recovery strategies

Develop specific actions to take when boundaries have been compromised.