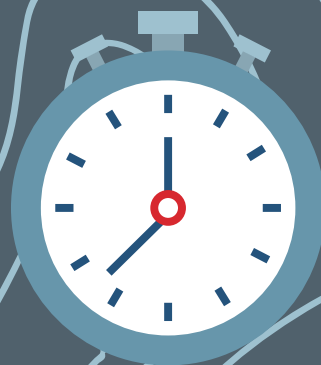


# 5 ways to establish positive boundaries

Communicate, observe, and adhere to your availability at work and outside work. If you don't respect your own boundaries, no one else will.

1



2

Identify what tasks drain you and what tasks energise you and build your day in a balanced way.



3

Eat that frog. Identify the most important and impactful task that you need to complete every day.



4

Take breaks. You are more creative and productive when you take small breaks throughout the day and plan to use your annual leave.



5

Seek support. Plan, share, discuss with colleagues, families, and friends. You can't achieve your goals on your own.

