Frontline Wellness Program - The Coping Club

Topic: Boundaries

Material:

The Stress Bucket - https://www.youtube.com/watch?v=1KYC5SsJjx8

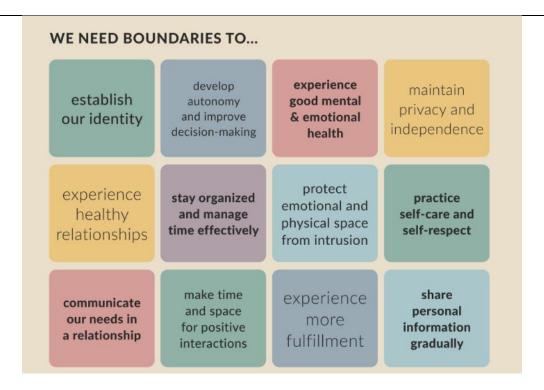
Personal boundaries are guidelines, rules or limits that a person creates to identify reasonable, safe and permissible ways for other people to behave towards them and how they will respond when someone passes those limits.

Brene Brown on Boundaries - https://www.youtube.com/watch?v=TLOoa8UGqxA

Fact: Boundaries aren't mean or wrong. It's kind and respectful to tell people what's okay and what's not okay with you. This sets clear expectations. According to Brene Brown, Ph.D., people with strong boundaries are the most compassionate.

Struggling with boundaries looks like:
Struggling to say no when you want to

Not listening to yourself/ going against your judgment
Indecision for fear of letting others down
Giving in too easily
Not being clear with others
Subordinating your needs to others
Withholding from others
Closing self off from connection
Struggling to reach out
Struggling to make meaningful connections



Why is it important to set boundaries at work?

It's important to set boundaries at work in order to maintain a good work-life balance and raise your work satisfaction. Setting boundaries at work involves establishing personal goals and limits that you share with your colleagues in order to keep good mental health practices while working.

Benefits

Raises productivity: we can focus on your own tasks and avoid workplace distractions
Lowers work-related stress: manage many workplace issues by establishing limits and boundaries
Maintains a reasonable workload: helps you focus on your job responsibilities and work a fair amount
of hours

Reduces the risk of burnout: Setting boundaries related to these causes can lessen the risk of burnout.

Sets an example for others: may lead to a happier workplace culture

Physical boundaries

Physical boundaries relate to your physical workspace and your body. These rules establish your expectations for how people interact with you, and they often relate to space and touch. Examples of physical boundaries include:

Respecting personal choice regarding PPE (eg. masks, shields)
Shaking someone's hand rather than hugging them
Closing your office door to signal that you are busy/on a call
Going for a solo break during lunch
Asking for help with physical tasks when needed

Emotional Boundaries

Emotional boundaries help you process your emotions at work. They help you separate your feelings from how someone else may feel without negating the need for empathy. Examples of emotional boundaries include:

Avoiding engaging in someone's bad mood
Reflecting on our own emotions and how we are expressing them
Choosing appropriate disclosure and with who (eg. co-worker, client/patient)
Talking to your manager about how you prefer to receive feedback

Mental boundaries

Mental boundaries support your mental energy and help you focus when working. They typically relate to your opinions, thoughts and values at work. Examples of mental boundaries include:

Establishing the set hours you work (eg. leaving work on time)

Not gossiping with colleagues at work

Setting time in your calendar indicating that you're busy
Prioritizing your own needs (eg. not accepting overtime)

Work/life balance (eg. take your vacation)

Consider where you are burning your mental energy (home vs work)

Be Assertive

- Step 1. Be as clear and as straightforward as possible. Remain calm. Be mindful to focus on problem/challenge rather than the person
- Step 2. State your need or request directly in terms of what you'd like, rather than what you don't want or like.
 - Step 3. Accept any discomfort that arises as a result, whether it's guilt, shame, or remorse

Set priorities

In order to set boundaries, it's helpful to first consider what your priorities are. This can include identifying both your personal and professional priorities,

Example: You leave work on time so that you can prioritize spending time with family in the evening. Spending too much time in meetings, committees rather than doing patient care

Understand your workload

It's important to understand the tasks that comprise your workload as well as the number of daily duties you can reasonably handle. Understanding both of these aspects can allow you to set better boundaries regarding your job tasks and help you remain productive throughout the workday. Consider timing how long it takes you to complete tasks or counting how many tasks you can complete per workday. This can help you establish a regular working pace and help set expectations for your role.

Set limits
Leaving work on time
Not bringing work home
Not taking on over-time
Caseload, tasks, meetings

Identify your job responsibilities

When establishing boundaries at work, be sure to identify your job responsibilities in order to set limits that don't interfere with your duties. This practice also may allow you to notice if you're taking on additional responsibilities without credit. Discuss your responsibilities with your supervisor to ensure that you're continuing to meet their expectations and negotiate any additional accommodations you may need to set healthy work boundaries.

Contact Us:

Interested in 1:1 counselling? Self-refer at

https://www.waypointcentre.ca/programs and services/frontline wellness program
To connect with group facilitators email frontlinewellness@waypointcentre.ca

Resources: