



Setting Boundaries Worksheet

Section 1 - Self Reflection

Think about times when you felt uncomfortable, overwhelmed, or taken advantage of. These could be instances at work, in your personal relationships, or during your leisure time. List five such situations where you felt your boundaries were violated.

Reflect on your emotional reactions to these situations. Did you feel frustrated, stressed, angry, or perhaps even guilty for having these feelings? Write down your emotional response to each situation.

Consider what could have been different in these situations. How could others have behaved to respect your boundaries? What actions or changes would have made you feel more comfortable?



Setting Boundaries Worksheet

Section 2 – Boundary Identification

Look at various aspects of your life such as your work, relationships, personal time, or even digital spaces. Identify where you feel the need for clearer boundaries.

For each area identified in the previous question, define what those boundaries should look like. Be specific about your needs and expectations.



Setting Boundaries Worksheet

Section 3 – Assertiveness

Construct assertive yet respectful statements to communicate your boundaries to others. Remember, assertiveness involves standing up for your rights while also respecting the rights of others.

Here are some examples of assertive yet respectful statements to communicate your boundaries:

Work Boundary: "I value our collaboration, but I've noticed that our meetings often run into my personal time. To maintain a healthy work-life balance, I'd appreciate it if we could stick to our scheduled times."

Personal Space Boundary: "I enjoy spending time with you, but I also need some alone time to recharge. Can we agree on certain hours where I can have my personal space?"

Remember, the key to setting boundaries is to be clear about your needs and expectations, while also respecting the other person's feelings and boundaries.



Setting Boundaries Worksheet

Section 4- Enforcing Boundaries

Anticipate potential challenges or resistance you might face when enforcing these boundaries. What strategies can you employ to maintain your stance and ensure your boundaries are respected?

Here are some examples of potential challenges and strategies to enforce boundaries:

Challenge: Your colleague continues to assign you tasks after working hours despite you having communicated your boundary.

Strategy: Reiterate your boundary clearly and firmly. You might say, "As I mentioned before, I am not available for work tasks after 6 PM. If it's urgent, please let me know during working hours so I can manage my time better."

Challenge: A friend takes offense when you express your need for personal space and accuses you of pushing them away.

Strategy: Validate their feelings and explain your needs empathetically. You could say, "I can see why you might feel that way, but I assure you, it's not about pushing you away. Having some alone time helps me recharge and be a better friend."

Remember, it's natural to face resistance when setting boundaries. It's important to remain firm, respectful, and consistent in enforcing them.



Setting Boundaries Worksheet

Section 5- Self-Care

Reflect on how setting and maintaining these boundaries will contribute to your well-being and self-care routine. How will it help reduce stress, improve relationships, or enhance your overall quality of life?

Remember, this worksheet is a guide to help you navigate the process of setting and enforcing boundaries. It's okay if you don't have all the answers right away. The goal is to promote self-awareness and personal growth, so take your time and be honest with yourself.