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Basic Boundaries

Setting boundaries is crucial for maintaining healthy personal and professional lives, preventing burnout, and improving relationships.



Advance Leadership Skills

METADATA

Decision Making and
Problem Solving

Communication

Leadership and
Followership

Teamwork and
Collaboration

Professional
Development and
Mentoring

Top 10 Teaching Points

01

Boundaries are limits that we set with ourselves or other people to maintain healthy personal and professional lives.

02

Setting boundaries helps individuals prioritize self-care and maintain their emotional well-being by preventing feelings of overwhelm or burnout.

03

Time blocking is looking at how you spend your time, analyzing your Peak Performance hours (when you tend to be most productive), and scheduling your day accordingly.

04

If you assert a boundary with someone and they don't receive it well, don't back down—be honest and respectful with them about why this new limit is important to you.

05

Mental boundaries are those we set to protect our ideas and belief systems.

06

Emotional boundaries specifically deal with how we would like to be treated by others.

07

Financial boundaries are about how you see money and how it affects your relationships.

08

Energetic boundaries highlight the activities that drain or replenish our energy reserves.

09

When you're in a relationship that's a bit more complex, like working at the same office as a close friend, boundaries are even more important to establish.

10

Boundaries aren't meant to create more distance between people—they often bring us closer together because, when we're more honest and respectful with each other about our needs, our bonds grow stronger.

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01

How have setting boundaries, particularly through techniques like time blocking, changed your personal effectiveness and emotional well being? Can you share a specific example where implementing a boundary significantly improved your productivity or relationships?

02

What challenges have you faced when trying to establish boundaries, especially complex ones in professional or close personal relationships? How did you address situations where someone did not respect your newly asserted boundaries?

03

What strategies have you found most effective for communicating your boundaries in a way that is clear, respectful, and non-confrontational? Have you ever had to re-assert or modify a boundary based on the reaction you

04

In your experience, how have boundaries affected your relationships? Reflect on a time when setting boundaries has either strengthened a relationship or, conversely, brought unexpected challenges.

05

How do you assess when a boundary needs to be adjusted or removed entirely? What indicators help you recognize that a change in your established boundaries might be necessary to better suit your current life or work circumstances?

Questions to Ask for Dialogue

Key Takeaways

01

Understanding boundary impact

02

Challenges faced in boundary setting

04

Balancing boundaries and relationships

03

How to communicate boundaries

05

Evolving boundaries