

SETTING EFFECTIVE PERSONAL BOUNDARIES

Purpose: Boundaries function as imaginary lines that separate what is and isn't acceptable to us. Without a clear set of boundaries, people can offend and take advantage of us because we haven't set limits.

The goal of this worksheet is to strengthen personal boundaries. You will identify a boundary issue and offer a resolution for it. The resolution will vary depending on the situation, but it should be a solution that avoids leaving you feeling hurt and uncomfortable.

BOUNDARY CROSSED

Ex. My friend allows her child to take food out of my refrigerator when they visit. For me, it is inappropriate and rude to behave this way in someone else's home.

Ex. My co-worker constantly complains about her marital issues. Though I sympathize, I don't feel these conversations are workplace appropriate.

ACTION TAKEN

I will pull my friend to the side and explain the expectations I have for guests in my home. I will make her aware her child is welcome to have food as long as they ask permission first.

I will politely explain to my co-worker that while I do sympathize, I am not comfortable discussing non-work-related topics in the workplace.

BOUNDARY CROSSED

ACTION TAKEN

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