



Creating, Setting & Keeping Boundaries

A Quiet the Hive
Career Confidence
Worksheet



This is a Career Confidence worksheet, designed to accompany the Creating, Setting and Keeping Boundaries Session.

Boundaries! Great in theory, tricky in reality; am I right?

This worksheet has been designed to help explore, set and keep your boundaries. Ultimately though, and here's the tough love, only you can keep your boundaries. People will test them, and if you don't respect your boundaries, no-one else will either!

So, grab a pen or pencil and book the next little block of time to yourself. I know sometimes that can feel like the tricky part, but hey! Why not see this as your first boundary? Put some self development time into your diary, and make this the first exercise you do as part of that self-development time. It always reaps rewards to invest in you, and once you start doing it and seeing the benefits, it becomes easier to keep that (and then the next...) boundary.

Ready? Here we go.

Let me know how you get on,

Jane x



Quiet the **Hive**
Courageous · Inspired · Joyful · Confident · Curious

JOURNALLING QUESTIONS

Start with your values. What's important to you? What matters? In an ideal world, what would you NOT compromise on?

1

End the following phrase in as many ways as you like pertaining to your boundaries...

I have a right to...

For example... I have a right to...take breaks during my day, eat healthy, prioritise my family, fit exercise into my week, not work during my leave time...

2



Using the information from above, what are you choosing to identify as your boundaries?

3

Who do you need to tell in order for you to keep these boundaries - you need to communicate your boundaries for people to know them. Other people in this category could be people who will help you keep your boundaries by checking in with you, or reminding you of them.

4



What do you need to do to help you keep these boundaries? If these are new boundaries, or ones you currently struggle with, how can you communicate and protect them? How can you remind yourself of them? This could include blocking out diary time, removing or time-limiting apps on your phone, setting reminders, etc.

5

How will you know if you've successfully kept your boundaries? Now set a time in your diary to check in every three months or so to make sure your boundaries are still clear, relevant and doing what you need.

6



Saying No

It can be tricky to say no. Here are some ways you can (a) buy yourself some time and (b) say no with ease and comfort.

Remember that reminding yourself of your purpose and/or values can help you anchor yourself to your 'no'.

How to buy yourself some time:

- "Let me think about that."
- "I'm going to take some time to think about that. I'll let you know once I've taken that time."
- "I need to check a few things before I can make a decision on that. I'll come back to you"
- "Thanks for thinking of me. I'll let you know as soon as I can."

How to say 'no' with ease and comfort (and without apology):

- It doesn't work for me right now.
- I'm not able to make it this Sunday/this week/month/year.
- That's not for me, but thanks for asking.
- I'm grateful for the opportunity, but I've got too much on at the moment.
- Thank you for thinking of me. I can't commit to that right now.
- I'm busy to take this on, but please let me know how it turns out.
- I already have commitments, but I'd be pleased to consider another time next week/ month/ quarter...
- That doesn't work for me. Perhaps <insert name> could help you (don't pass the buck, but do signpost)

Remember to only offer alternatives if they are genuine. For example, don't say you can consider another time if you have absolutely no intention of committing ever!

Notice how there is a firm no, but no apology. You can add a softener if that helps - "let me know how it goes" or "thanks for the opportunity".



YOU'VE JUST COMPLETED A QUIET THE HIVE CAREER CONFIDENCE WORKSHEET

Designed to get you results



Resources

To Read - Books

The Joy of Being Selfish - Michelle Elman

Set Boundaries, Find Peace: A Guide to Reclaiming Yourself - Nedra Glover Tawwab

The Book of Boundaries: Set the limits that will set you free - Melissa Urban

Essentialism - Greg McKeown

To Read - Articles

How to set clear work boundaries - Jayne Hardy

(<https://ideas.ted.com/how-to-set-clear-work-boundaries-jayne-hardy/>)

How to deflect nosy questions, stop advice-givers, fend off criticism and more - Terri Cole

(<https://ideas.ted.com/5-scripts-to-help-you-deflect-nosy-questions-stop-advice-givers-fend-off-criticism-and-more/>)

A Guide to Setting Better Boundaries - Joe Sanok

(<https://hbr.org/2022/04/a-guide-to-setting-better-boundaries>)

10 Ways to Set Healthy Boundaries at Work - Caroline Castrillon

(<https://www.forbes.com/sites/carolinecastrillon/2019/07/18/10-ways-to-set-healthy-boundaries-at-work/#401dfe1c7497>)

Podcast

We Can Do Hard Things - [How to set and hold boundaries with Melissa Urban](#)

Squiggly Careers - [How to Manage Your Boundaries](#)

Good Inside - [Setting Boundaries with Nedra Glover Tawwab](#)

Videos

[Good Boundaries Free You](#) - Sarri Gilman.

[Your Three Set Guide to Setting Better Boundaries](#) - Nedra Glover Tawwab

[How to Set Boundaries](#) - Michelle Elman

[The Benefit of Boundaries](#) - Micelle Elman

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