



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

Creating, Setting & Keeping Boundaries

Jane Galloway
Founder & Director, Quiet the Hive

[@quiet_the_hive](#)
[#quietthehive](#)
hello@quietthehive.com

Talking about Boundaries

- We will focus largely on work boundaries
- Think about how this could apply in other areas
- All questions can be adapted for home/ F&F/ lifestyle as well as work



What are Boundaries

- Healthy boundaries are when you have a sense of yourself, what you need and want, and are able to articulate those

Physical Boundaries - body & personal space, what you need (e.g. eating, rest, etc)

Emotional Boundaries - which emotions are yours and which are mine. No one can 'make' you feel anything (e.g. validating others' feelings and respecting your own)

Time Boundaries - understanding your priorities and setting aside enough time without each (e.g. not overcommitting)

Sexual Boundaries - include consent, agreement, respect and privacy (e.g. asking for consent, discussing contraception, respecting privacy of other person)

Intellectual Boundaries - your thoughts, ideas and curiosity. Respectfulness and willingness to communicate. (e.g. allowing other opinions, but also understanding what you will and won't tolerate)

Material Boundaries - items and possessions. What you will share and how you expect them to be treated (e.g. setting ground rules at home, when you will and won't lend out items or money)



What are Boundaries

- Simply put...

“Boundaries are the way we teach others how to treat us. They are how we communicate what is acceptable and what is not”

- Michelle Elman



Boundaries

Over to you...

- **Why are boundaries important?**
- **How do they help at work or in your business?**



Boundaries

Setting Boundaries at Work

- Increase Focus, impact and productivity
- Focus on YOUR priorities
- Lowers work-related stress and burnout
- Helps you manage your time
- Feeling more engaged
- Maintains a reasonable workload
- Sets an example for others



What Stops us Setting Boundaries?

- Where do you find it hard to set boundaries?
- Why can they be difficult to set and keep?



What Stops us Setting Boundaries?

- Not knowing what you want
- Not knowing how you feel
- Not knowing how to process what you feel
- Not knowing how to set boundaries
- Guilt about boundaries
- Fear of being disliked



Boundaries

- What are your values?

What is important to you?

What matters?

In an ideal world, what would you NOT compromise on?

What are your non-negotiables?

- Different areas may have different values - Work & Career, Family & Friends, Romantic Relationships, Financial Life, Health & Fitness, Spirituality
- Different areas might have different boundaries...
- Your boundaries are YOUR boundaries and therefore never unreasonable. The right people respect them and never makes you feel like they're too much



Questions to Ask Yourself

- Thinking about Work & Career, what are your values?



Reflection Opportunity



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Boundaries

- I have a right to...



Boundaries

Work & Career

I have a right to...

- ...take breaks during my day
- ...raise my opinions and receive respectful consideration
- ...turn down requests for free work
- ...not work during my annual leave
- ...a life outside of work
- ...charge what I'm worth
- ...my feelings



Communicating your Boundaries

- If you can't articulate your own boundaries, you can't communicate them to others.
- If you don't tell people about your boundaries - they won't know what they are
- It can be easier to lose boundaries rather than keep them at the start
- Boundaries are liberating rather than constraining



Communicating your Boundaries

- Practice some of the hints from last time to help you set your boundaries (clear, non-apologetic, statements rather than questions)
- Create social contracts (here is how I work, I'd love to hear how you work)
- Be open and clear (put it in your diary for e.g.)
- Start small



Convincing Yourself that Boundaries are Good

- Notice how you feel about your boundaries
- Which ones do you stick to? Which ones do you give in on?
- Why?
- Start taking note of what happens when you DO stick to your boundaries (e.g. taking a break away from the computer for a walk over lunch, not answering emails outside of work hours)



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.”



Saying 'No' with Ease and Comfort (and without apology!)

- That 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 too 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)



Questions to Ask Yourself

- Using the information from understanding your values and what you have a right to, **what are your boundaries?**
- **AFTER SESSION ACTION:** Who do you need to communicate these to?
- **AFTER SESSION ACTION:** How can you help yourself stick to these boundaries? Can you automate them, use time blocking, apps?



Reflection Opportunity



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8 elements

of Career Confidence

Moving past imposter syndrome & the inner critic

Communicating with confidence

Creating, setting & keeping your boundaries

Creating and developing resilience

Bringing your authentic self to your role

Beating procrastination

Owning & celebrating your achievements

Stop hiding and start leaping

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All resources for **Career Confidence** hosted at <https://quietthehive.com/courses/career-confidence/the-career-confidence-resources/>

Get in touch -
hello@quietthehive.com

Instagram -
[@quiet the hive](https://www.instagram.com/quiet_the_hive)

Next Session - Creating and Developing Resilience - Oct 17th - 10-11:30am



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