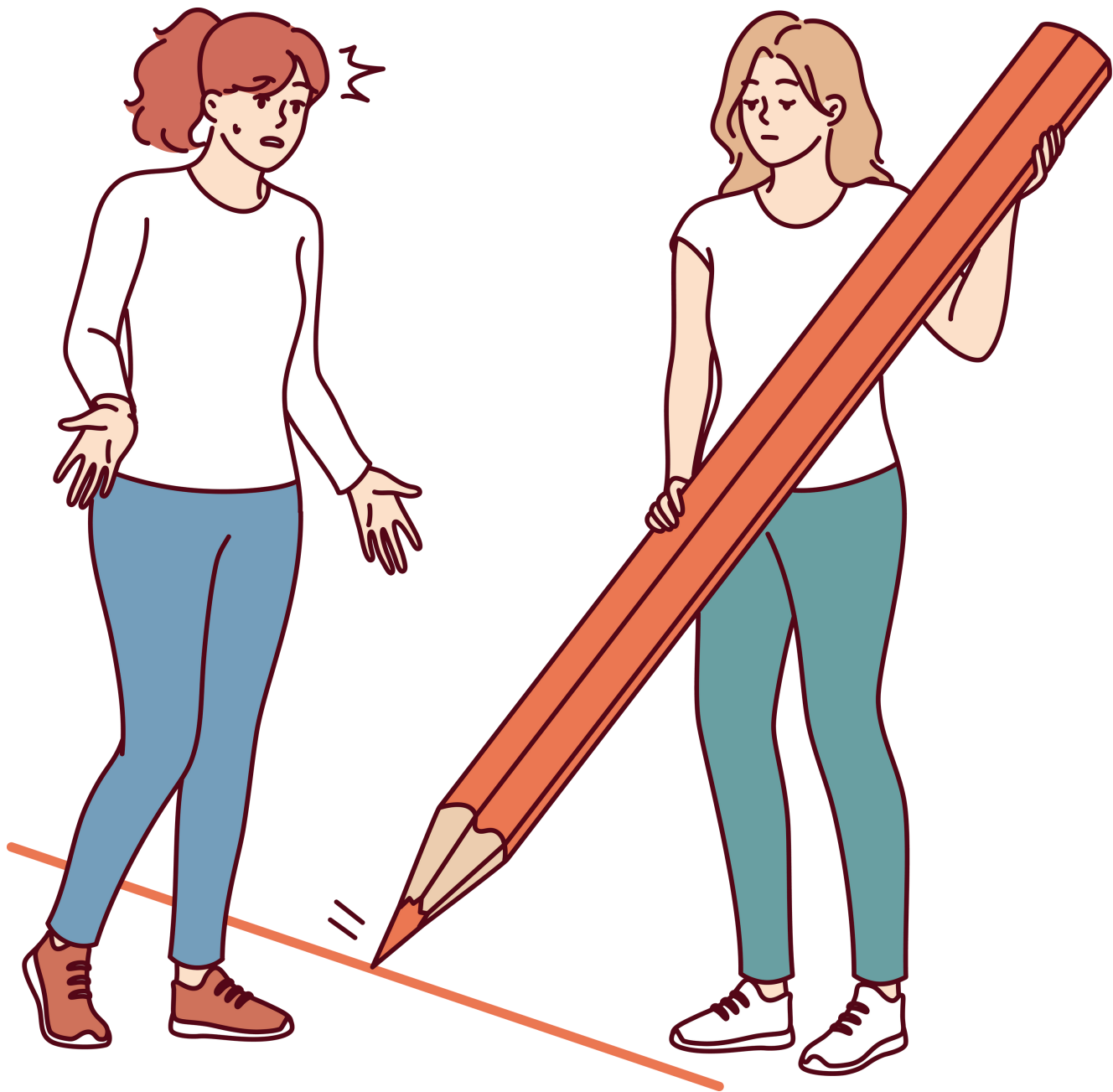


# Setting Healthy Boundaries for a Productive Workplace



## Worksheet



## Exercise 1. Identifying Your Boundaries

**Instructions:** Take a few minutes to jot down areas of your life where you feel uncomfortable or overwhelmed. These could be situations, relationships, or activities that drain your energy or make you feel stressed. Reflect on why these boundaries are important to you.





## Exercise 2. Role-Playing Boundaries

**Instructions:** Pair up with a friend or family member and role-play setting boundaries in different scenarios. Practice saying "no" or expressing your needs assertively. Switch roles to understand both perspectives and fine-tune your communication skills.

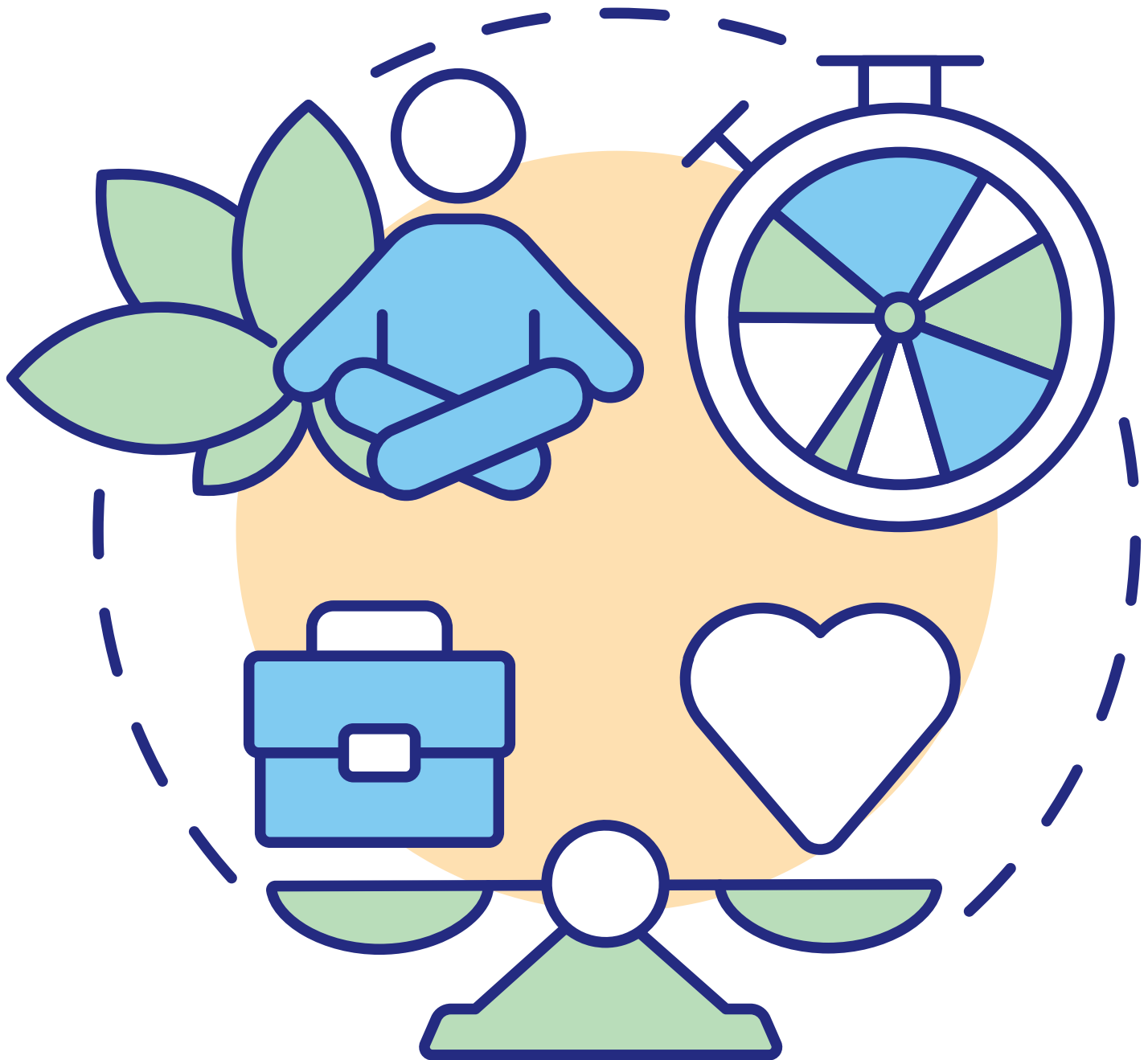




### **Exercise 3. Creating Your Boundary Statement**

**Instructions:** Write a clear and concise statement expressing your boundaries in a specific situation or relationship. Focus on using "I" statements to assert your needs without blaming or criticizing others. Practice saying your statement aloud until you feel comfortable and confident.





## Exercise 4. Visualizing Boundaries

**Instructions:** Close your eyes and visualize yourself surrounded by a protective bubble or shield. Imagine this barrier representing your personal boundaries, shielding you from unwanted intrusions or negativity. Take deep breaths and feel yourself becoming stronger and more secure within this boundary.

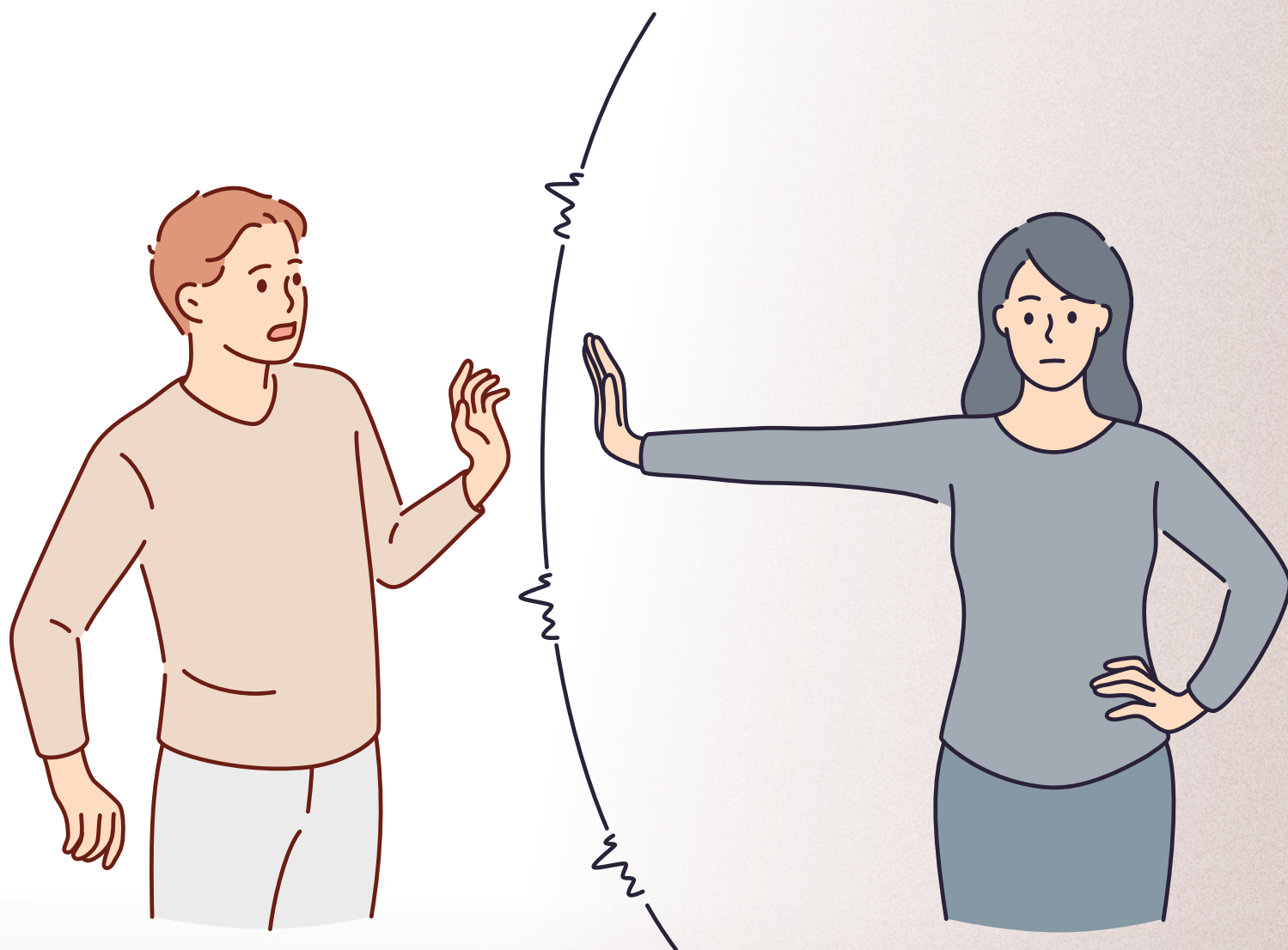




### **Exercise 5. Setting Boundaries in Daily Interactions**

**Instructions:** Throughout the day, pay attention to situations where you feel your boundaries are being crossed or ignored. Practice asserting yourself in these moments by calmly stating your limits or needs. Take note of how others respond and adjust your approach as needed.





These exercises are designed to help you become more aware of your boundaries and develop the skills to communicate them effectively in various situations.

Remember, setting boundaries is an ongoing process, so be patient with yourself as you practice and learn.