



Setting BOUNDARIES

Worksheets

*"It's about
being relentless"*



GOALS

Setting boundaries with people is an important part of a happy, healthy life. If you never allow yourself to create boundaries, you will quickly find yourself being drained by whoever decides to take advantage.

Chances are, you've already experienced some consequences of that. So, before we begin, use the space below to reflect on what you hope to achieve after completing these worksheets.



Why do you want to get better at setting boundaries?

How have you struggled with maintaining boundaries in the past?

Why do you think that is?

What are some things you notice you have a hard time creating boundaries around?

Why do you think so?

How do you think your life will improve because of boundaries?



Setting BOUNDARIES

Work / Business Colleagues



SUPERVISORS

It's important to understand that even if someone is your workplace superior, it doesn't mean that they own you or can treat you any way that they want. Your Human Resources department usually sets and enforces these.

However, sometimes you will need to stand up for your own boundaries. For example, if your supervisor asks you to do a task that is completely outside of your job description and knowledge, you are allowed to professionally decline.

In what way has your supervisor overstepped?

What would you prefer they did or didn't do?

➡ Prepare 3 ways to assert your boundary without anger, sarcasm or passive aggressiveness.

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➡ Prepare 3 ways to stand your ground when they push back.

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JOURNAL

As you assert your boundary, record your thoughts, feelings, observations and lessons learned below.

COWORKERS

A good leader has healthy boundaries between themselves and their subordinates / employees. This can help prevent favoritism, unprofessionalism, miscommunications, and much more. Of course, you do want to be approachable as a supervisor/employer, but boundaries can help set a precedent for the kind of great leader you want to be.

In what way have your coworkers overstepped?

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NEW COWORKERS

Unlike your current coworkers, finding your place at a new workplace is sometimes more difficult. On one hand, you want to assert your boundaries and on the other hand you don't want to rock the boat.

What areas do you think your new coworkers have crossed the line?

Is this the right time to express your wishes?

☐

Yes

☐

No

Set a better date/time you will do it.

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SUBORDINATES / EMPLOYEES

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What kind of boundaries do you want to set for yourself? E.g. Never speaking to a subordinate of the opposite sex in closed rooms without windows when possible.

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Personality Types



NARCISSISTS

Now that we've covered family, friends, and career, it's time to think about some personality types that are important to set boundaries with. A narcissist is defined as someone who is so selfish/self-involved that they don't see or care about the needs or feelings of others.

This kind of person will be incapable of talking or thinking about anyone but themselves, and you can often find yourself feeling drained, unheard, and even villainized when you are around them. Narcissists want to keep the attention on themselves, and when their idea of balance is threatened, things can get very messy very fast.

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ADDICTS

Whether you are of the mind that addiction is a disease or a choice, the fact remains that a serious addict will use you to get whatever substance / experience they are addicted to.

An unfortunately common trait that addicts have is knowing how to lower the defenses of those around them so that they can take advantage. For this reason, having solid boundaries can help you protect yourself, and establish you as a person they will not be able to profit from. In order to really help an addict, you need to find ways to keep from enabling them and to hold them accountable for their actions.

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GOSSIPS

Most people enjoy knowing the “scoop” about things. However, at a certain point, gossip can become unhealthy and even hurtful. In addition, it can be hard to trust a person who gossips since nothing would really stop them from gossiping about you.

Of course, it's normal to talk about issues you may be having with other people when you're with very close friends. However, avoiding gossip for the sake of gossip is always a better course of action.

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BORROWERS/ASKERS

Is there someone you know who always seems to need things and favors from you? This kind of person can be difficult to deal with because they have a way of making you feel guilty about not giving them what they want.

Most people who do this in unhealthy ways are perfectly capable of handling their own needs—they just won't if someone will do it for them. Setting boundaries with these kinds of people is not only better for you, but it will be better for them in the long run as well.

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ENERGY SUCKERS

Energy suckers are the kinds of people who leave you feeling drained, foggy, and exhausted after you spend time with them. These people can be very needy or clingy, or even just completely negative all the time.

This goes beyond someone who may be suffering from depression and leans more into the kind of person who thrives off of sucking the energy out of the people around them. They enjoy being the center of attention in a way that makes everyone feel bad either for them or in general.

Establishing boundaries with these people is vital for your own mental health.

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BLAMERS

People who never take responsibility for things they have control over are another type of person it's important to set boundaries with. These people blame all their problems on other people or outside circumstances.

In some cases, they may even blame you when things go wrong for them - even if you're trying to help them. While it's normal to want to be helpful to this person, it's important to know that not everyone wants to change, and you cannot live your life trying to get them to.

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GASLIGHTERS

Gaslighters are good at it and can really make you question what you know to be true. However, you can spot a gaslighter if you know what to look for. They will say things like, "That never happened," "You're crazy," "Stop being so _____," etc.

Gaslighters try to reshape your reality by making you believe things that aren't true. These kinds of people can do a lot of damage to your mental health and overall perception of the world. That is why it is very important to watch for signs you are being gaslit, and to establish boundaries against it.

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