

# 5 Best Ways to Set Boundaries at work and home

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## *Communicate Clearly and Confidently*

Have you ever felt hesitant to voice your needs? It's time to change that! Open and honest communication is your best ally. Let your team and family know your availability and any changes in your schedule. Remember, setting boundaries starts with expressing them clearly. You're not just advocating for yourself—you're setting a healthy example for others too.

## *Prioritise Your Well-being*

Are you taking care of yourself? It's easy to get caught up in the demands of work and home, but your well-being is paramount. Schedule regular breaks, even if it's just a few minutes to breathe deeply or enjoy a quick walk. This is about recharging your body and mind to be the best version of yourself.

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## *Set Realistic Expectations*

How do you manage your to-do list? It's important to set realistic expectations for what you can accomplish. At work, discuss your goals and deadlines with your manager to ensure they're feasible. At home, delegate where you can and remember that it's okay to ask for help. Perfection isn't the goal—balance is.

## *Create a Dedicated Work Space*

Do you have a space that inspires productivity? If you're working from home, carve out a dedicated spot that signals "work mode" to both you and your family. This physical boundary helps minimise distractions and lets you transition out of work mode when the day is done. It's about creating an environment that supports your focus and efficiency.

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## *Practice the Art of Saying No*

How comfortable are you with saying no? It's a powerful word that helps maintain your boundaries. Whether it's an extra task at work or a social event that doesn't fit your schedule, saying no when necessary allows you to protect your time and energy. Remember, every "no" is a "yes" to something more important, like spending quality time with your loved ones or taking a moment for yourself.