

# 3 Journal Prompts for Setting Boundaries at Work

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<p>1 - INTERNALIZE:</p>	<p>2 - REFLECT:</p>
<p><i>Read through the seven simple, effective strategies for setting and maintaining healthful boundaries -</i></p> <p><i>Phone calls.</i> Put a cap on the amount of phone calls that can occur between you and a client each week. Limit phone calls to 15 minutes or less.</p> <p><i>Yes, but later.</i> Do constant interruptions threaten your productivity? Next time you're faced with a potential interruption, try the response, "I'd be happy to help, but right now, I'm in the middle of something. Can I call/text/meet with you in 20 minutes?" Take this strategy one step further by putting your device on airplane mode until a convenient stopping point.</p> <p><i>Don't rush the process.</i> Are you ever inclined to say "yes" to an unreasonable deadline in order to make a client happy? While the intention of providing caliber customer service is admirable, demanding turnarounds can put tremendous strain on a business. Instead, explain the extent of the work, your desire to do a great job, and provide a reasonable delivery date.</p>	<p>In what areas of your business do you currently feel overwhelmed?</p>
<p><i>Nights and weekends.</i> Working for yourself can blur the lines between business and personal life. Do yourself a favor by setting traditional office hours (9 to 5-ish, Monday through Friday) to ensure a healthful rhythm of rest and work.</p> <p><i>Off hours.</i> Our smart phones are wonderful devices that allow us to be constantly connected, which often means constantly working. Set a boundary by defining a time of day to put your device on silent, shut it off, or put it in another room for the remainder of the day.</p> <p><i>Sabbaticals.</i> Set-up regular sabbaticals to disengage from social media or to refrain from using your smart device. I take one week per quarter to rest from social media. Other entrepreneurs engage in phone-free Fridays.</p> <p><i>Set-up zones.</i> Define physical spaces where you are available to work (ex. a desk or office) and not available to your work (ex. any room without a desk). Avoid checking email, answering calls, or bringing work outside of the designated zones.</p>	<p>3 - PERSONALIZE:</p> <p>Having read through some strategies for establishing boundaries, what are some boundaries you can establish today to relieve some of the overwhelm? How might you personalize it to suit your business?</p>

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