

Setting Boundaries and Saying No Without Guilt

Tuesday, September 17, 2019
11:10 AM-12:00 PM

LEADERSHIP WORKSHOP



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- Attend 90% of this presentation
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There's a silent killer in the workplace....

This Silent Killer Causes...

- Anxiety and Depression
- High Blood Pressure
- Fatigue and Exhaustion
- Muscle Tension
- Headaches
- Lack of focus
- Irritability
- Digestive Issues
- Increased Alcohol Consumption to Cope

Stress

- Workplace Stress is responsible for nearly \$200 billion in U.S. Healthcare costs every year.
- 65% of adults say that work is the source of their stress.

Stress

When you feel stressed, whether you face a real threat or merely *think* that you are facing a threat, your body experiences a collection of changes known as your stress response, or your fight-or-flight response.

Physiological changes occur when you face situations where you feel the demands outweigh your resources to be successful in a given area. These situations are known as stressors.

Common Stressors

At Work:

- Deadlines/Schedules
- Interpersonal Conflict
- Disorganization
- Lack of Information
- Poor Communication
- Finances

At Home:

- Caring for Aging Parents
- Raising Teenage Children
- Divorce
- Chronic Illness or Injury
- Death of a Loved One
- Finance

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4 Quick Ways to Reduce Stress

- Get Connected – (Support)
- Get Moving – (Exercise)
- Get a Healthy - (Diet and Nutrition)
- Get Rest – (Relax and Sleep)

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What Else Can You Do?

Learn how to say “NO” and setting appropriate boundaries can prevent stressful situations from occurring.

What are Boundaries?

- Boundaries are guidelines, rules, or limits designed to protect and honor important parts of our lives.
- They are created to clarify what are acceptable and unacceptable behaviors from others.

Rigid vs Open Boundaries

Rigid Boundary Traits

- Avoids intimacy
- Unlikely to ask for help
- May seem detached
- Has few close relationships
- Keeps others at a distance to avoid rejection

Open Boundary Traits

- Overshares
- Difficulty saying “no”
- Accepts abuse or disrespect
- Dependent on views of others
- Overinvolved in others’ problems

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Healthy Boundaries

- Values own opinion
- Doesn’t compromise values for others
- Shares personal information in an appropriate way
- Knows personal wants and needs, and can communicate them
- Has the ability to say “no” and can accept when others say “no” to them

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Key Areas to Protect Using Boundaries

- Your Time
- Your Emotions
- Your Energy
- Your Values

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Your Time: Do you have friends that drop by unexpectedly or a co-worker that demands your time in an unreasonable way?

Your Emotions: Has someone in your life made hurtful or insensitive remarks?

Your Energy: Has anyone ever created turmoil in your world and robbed you of peace?

Your Values: Have you ever been pressured to do something that conflicted with your morals?

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Creating Healthy Personal Boundaries

- Be clear about the boundary, to yourself and others.
- Once a boundary has been crossed, remind the individual of your boundary.
- If the individual continues to violate the boundary, ask firmly and politely for the behavior to stop.
- Identify ways to position yourself in a time and place that minimizes the opportunity for your boundaries to be crossed.
- Thank those people who honor your boundaries.
- Always seek to understand and honor the boundaries of others.

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Complete the Online Evaluation



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