

PERSONAL BOUNDARIES BLUEPRINT

Purpose

Design sustainable work patterns that prevent burnout while maintaining effectiveness.

Instructions

Complete each section honestly, focusing on what will be sustainable long-term.

Part 1: Energy Audit

Rate your energy level (1-10) during different parts of your typical workday:

- Early morning (before 9am): ____
- Mid-morning (9am-12pm): ____
- Early afternoon (12pm-3pm): ____
- Late afternoon (3pm-6pm): ____
- Evening (after 6pm): ____

Which work activities consistently energize you? List 3-5:

Which work activities consistently drain you? List 3-5:

Physical signals that you're approaching burnout:

Mental/emotional signals that you're approaching burnout:

Part 2: Current Boundary Assessment

Honestly evaluate your current boundaries:

Time Boundaries

How clearly defined are your work hours? (1-10): ____

Do you regularly work outside your defined hours? ☐ Yes ☐ No ☐ Sometimes

What triggers working beyond your intended hours?

Availability Boundaries

How accessible are you expected to be when not working? (1-10): ____

Do you check work communications during personal time? ☐ Yes ☐ No ☐ Sometimes

What expectations exist about your response time?

Workload Boundaries

How comfortable are you saying "no" or "not now" to requests? (1-10): ____

Do you regularly have more work than you can reasonably complete? ☐ Yes ☐ No ☐ Sometimes

What makes it difficult to manage your workload?

Mental/Emotional Boundaries

How well do you separate work concerns from personal life? (1-10): ____

Do work worries regularly intrude on personal time? ☐ Yes ☐ No ☐ Sometimes

What work situations tend to stay on your mind?

Part 3: Boundary Needs Identification

Based on your energy audit and current boundaries, what specific boundaries do you need to establish or strengthen?

Time Boundaries

Ideal work hours: _____

Exceptions where flexibility is appropriate:

Non-negotiable protected times:

Availability Boundaries

Communication platforms and when you'll check them:

Response time expectations to set:

Emergency protocols (for true urgent needs):

Workload Boundaries

Realistic capacity given your role and hours:

Signs that you need to defer or decline new work:

Process for managing competing priorities:

Mental/Emotional Boundaries

Transition rituals between work and personal time:

Practices to mentally "clock out":

Support systems for managing work stress:

Part 4: Boundary Communication Plan

For each important relationship, plan how to communicate your boundaries:

Manager/Leadership

Key boundaries to communicate:

How you'll frame the conversation:

Timing and approach:

Team Members

Key boundaries to communicate:

How you'll share expectations:

How you'll model healthy boundaries:

Clients/Stakeholders

Key boundaries to establish:

How you'll set expectations upfront:

Templates or scripts for common situations:

Self

Personal commitments to honor your boundaries:

How you'll hold yourself accountable:

Permission you're giving yourself:

Part 5: Boundary Maintenance System

Boundary Enforcement Strategies

How you'll respond when boundaries are tested:

Phrases to use when reinforcing boundaries:

What support you'll enlist if needed:

Environmental Support

Physical workspace changes to support boundaries:

Digital tools/settings to reinforce boundaries:

Schedule adjustments to protect boundaries:

Regular Review Process

How often you'll review boundary effectiveness:

Metrics to track (energy, satisfaction, etc.):

Process for adjusting boundaries as needed:

Part 6: Implementation Timeline

Create a realistic timeline for establishing new boundaries:

Immediate Changes (Next Week)

1.

2.

3.

Short-Term Changes (Next Month)

1.

2. _____
3. _____

Longer-Term Changes (2-3 Months)

1. _____
2. _____
3. _____

Additional Context:

Remember these principles when establishing boundaries:

- **Boundaries benefit everyone** - They enable sustainable high performance and better quality work
- **Clear is kind** - Explicit boundaries prevent misunderstandings and frustration
- **Consistency matters** - Boundaries that constantly shift create confusion
- **Boundaries reflect values** - They should align with what matters most to you
- **Perfect enforcement isn't necessary** - Occasional flexibility doesn't invalidate your boundaries
- **Different relationships need different boundaries** - One size doesn't fit all
- **Boundaries evolve** - What you need will change with different life and work circumstances

The most effective boundaries aren't rigid walls but well-designed filters that let the right things in and keep the wrong things out.

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