



Setting
Professional
Boundaries in the
workplace
environment

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Why is it important to set boundaries? And what are the various types of boundaries

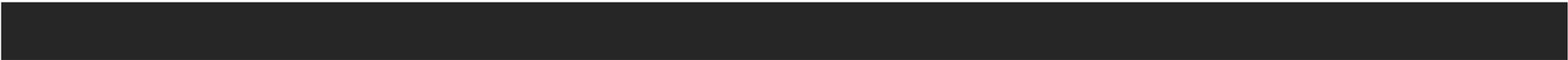
*Setting boundaries will significantly reduce misunderstandings since it acts like a set of rules and guidelines

* Boundaries can be Emotional and/or Physical

Examples include:

- *Choosing whether you follow or allow yourself to be followed by a co-worker on social media
 - *Sharing passwords
 - *Respecting beliefs and values of a co-worker
 - *Sharing personal problems
 - *Receiving or giving gifts
 - *Spending time outside of work
 - *Selectively documenting infractions by one co-worker and not another for the same infraction
 - *Swapping assignments to work with a particular co-worker
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Warning signs that a boundary has been crossed

- *Employees who blame others for their problem or mistake
 - *Justifying someone's inappropriate behavior
 - *Blaming yourself for another employee's violation
 - *Doubting a workplace decision you have made
 - *Sensing something is off with a co-worker
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Intervention and Diffusing Boundary Infractions

*Invite the employee to an initial private discussion regarding the boundary issue without reprimands

*Counsel the employee on workplace boundary expectations

* After the discussion, spend a few days to a week observing the employee

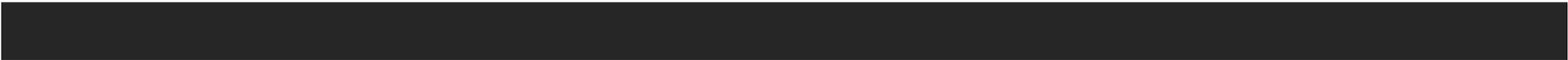
* Document any infractions and notice positive improvement, so that you can provide adequate feedback

* Follow up with the employee within two weeks

How to recognize your own boundary issues

As a supervisor or employee, you may have some of your own difficulties with setting boundaries, which can impact your ability to set standards at the workplace. The less boundaries you set, the more you leave yourself open to others taking control.

Here is a check list of challenges:

- *You find decision making a challenge and when given the opportunity, you delegate that to others.
 - *You hate to let others down or say no and you feel guilty or anxious when you do
 - *You are often tired for no reason and feel mildly depressed due to exhaustion
 - *You have a tendency to overshare, which can leave you open to manipulation
 - *You find yourself feeling annoyed much of the time
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Summing it up!

Healthy Boundaries Include:

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- Saying no to things you don't want to do or don't have the resources to do
- Leaving situations that are harmful to you
- Telling others how you want to be treated
- Being aware of your own feelings and allowing yourself to feel differently than others
- Not trying to change, fix, or rescue others from difficult situations or feelings
- Allowing others to make their own decisions
- Prioritizing self-care
- Sharing personal information gradually based on how well you know and trust someone
- Recognizing which problems are yours to solve and which problems belong to others
- Communicating your thoughts, feelings, and needs
- Having personal space and privacy
- Pursuing your own goals and interests

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