



SET CLEAR BOUNDARIES

“FROM RUT TO ROUTINE” BOUNDARIES WORKSHEET *If you've set a goal for yourself to get out of a rut and back into a routine that keeps you performing at your best, this worksheet can help!*

PRO TIP: Silence your work email push notifications to free yourself of unnecessary distractions and help you keep focused.

DEFINE YOUR BOUNDARIES

I stick to a start time every day or [designated] days.

I stick to an end time every day or [designated] days.

I will refrain from household duties during [designated] work hours.

I will refrain from household duties during [designated] days.

I will close my door to indicate to others in my household that I don't want to be interrupted.

I cannot work before workday hours every day or [designated] days.

I cannot work after workday hours every day or [designated] days.

I can answer emails in the evenings during this [designated] time this [designated] day.

When I need to step away, I will indicate it on my IM status or calendar.

I will _____

I stick to _____

COMMUNICATE YOUR BOUNDARIES

I will speak with my leader at my next regular meeting with them.

I will clearly communicate my hours/boundaries to coworkers via email monthly.

I will update my household members every [week/day] of my schedule by posting it on the refrigerator.

Other _____