How to Build & Maintain Professional Boundaries

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What Are They?

Personal/Professional Boundaries

**Boundary**

'bound(ə)rē/  bound·a·ry

noun

plural noun: **boundaries**

Something that shows where an area ends and another area begins; a point or limit that indicates where two things become different.

Boundaries: unofficial rules about what should not be done; limits that define acceptable behavior.  ~Merriam-Webster
<table>
<thead>
<tr>
<th>With Boundaries</th>
<th>Without Boundaries</th>
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<tbody>
<tr>
<td>• Define Roles</td>
<td>• Communication issues</td>
</tr>
<tr>
<td>• Increased Productivity</td>
<td>• Bullying, harassment and discrimination</td>
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<tr>
<td>• Effective Communication</td>
<td>• Employee turnover</td>
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<tr>
<td>• Reduces Stress</td>
<td>• Workplace conflict</td>
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**Purpose & Importance**
People will push your buttons

Is THIS the line you’re telling me not to cross?
What you allow, is what will continue.
Rule of Boundaries

- Must be created by the user (you)
- Must be maintained by the user (also you)
- Must be respected by nobody

We are the sole keepers of our own gates
What kind of boundaries do you have?
What Kind of Boundaries Do You Have?

Quiz
If you don’t learn how to defend your boundaries in a healthy way, you teach others it’s ok to trample all over them.

~Avalaura Beharry
Spiritual Sage
Why Do We Need Boundaries?

- Avoid Burnout
- Care for yourself to better serve the consumer
- Create a respectful environment
- Protect yourself and the consumer
- Reduce stress
How To Maintain Them
1. Know Thyself
2. Communicate Clearly
3. Be Consistent
4. Say No
5. Give Positive Reinforcement

Show respect even to people who don’t deserve it; Not as a reflection of their character But as a reflection of yours.
The Four Agreements

by Don Miguel Ruiz

1. BE IMPECCABLE WITH YOUR WORD
   a. Speak with integrity.
   b. Say only what you mean.
   c. Avoid using the Word to speak against yourself or to gossip about others.
   d. Use the power of your Word in the direction of truth and love.

2. DON’T TAKE ANYTHING PERSONALLY
   a. Nothing others do is because of you.
   b. What others say and do is a projection of their own reality, their own dream.
   c. When you are immune to the opinions and actions of others, you won’t be the victim of needless suffering.

3. DON’T MAKE ASSUMPTIONS
   a. Find the courage to ask questions and to express what you really want.
   b. Communicate with others as clearly as you can to avoid misunderstandings, sadness and drama.
   c. With just this one agreement, you can completely transform your life.

4. ALWAYS DO YOUR BEST
   a. Your best is going to change from moment to moment; it will be different when you are healthy as opposed to sick.
   b. Under any circumstance, simply do your best, and you will avoid self-judgment, self-abuse, and regret.

FREE ebook download here
WWW.ILVESTRATEGIES.COM
Considerations for Creating Your Plan

• Set realistic daily goals
• Take time to eat and drink healthy
• Manage your stress (hobbies, exercise)
• Leave work behind at the end of the day
• Reward yourself often for a job well done
Chocolate (or coffee) cures all
• Boundaries Where You End and I Begin
~by Anne Katherine
• The Four Agreements: A Practical Guide to Personal Freedom ~Don Miguel Ruiz