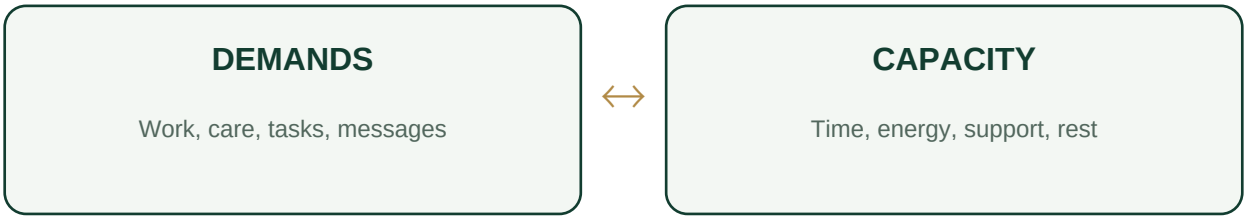
Work, Life & Boundaries

A practical guide to protecting time, energy and personal wellbeing

Boundaries are not about doing less for the sake of it. They help you recognise what you can realistically offer while protecting time for rest, relationships and the parts of life that matter to you.

When work follows you home, caring responsibilities take over, or saying no feels difficult, it can become hard to recognise where one demand ends and another begins.

The balance between demands and capacity



When demands regularly exceed your available capacity, stress and exhaustion can increase. Boundaries can help by changing what you take on, how you communicate and where you seek support.

Five pages to explore

1. Understanding boundaries and balance
2. Mapping where your time and energy go
3. Identifying boundaries that need attention
4. Practising clear and respectful requests
5. Creating your personal boundaries plan

Worksheet 1 | My Work–Life Map

Notice where your time, energy and attention currently go. Include paid work, unpaid care, household tasks, social commitments and recovery time.

What is taking most of my time and energy?

What matters to me but receives too little attention?

Where does work or responsibility spill into personal time?

Reflection: Which one area would benefit from a clearer boundary?

Worksheet 2 | My Boundary Signals

Boundaries can be practical, emotional, digital, social or physical. Notice where you feel stretched, resentful, rushed or unable to recover.

Situations where I feel pressure to say yes

Signs that a limit has been crossed (thoughts, body, behaviour)

A boundary I want to introduce or strengthen

What might make this boundary difficult to maintain?

Remember: needing adjustments or support is not a failure to set boundaries.

Worksheet 3 | Words I Can Use

A clear boundary can be respectful and firm. You do not need a lengthy explanation. Try a phrase that fits your circumstances.

Time: “I can look at this tomorrow during working hours.”

Capacity: “I cannot take on another task this week. What should be prioritised?”

Communication: “Please send the details in writing so I can process them.”

Personal: “I need some quiet time before we discuss this.”

The situation I want to address

My boundary statement, in my own words

If the other person pushes back, I can repeat

Safety note: where there is coercion, abuse or a power imbalance, direct boundary-setting may not be safe. Consider specialist support.

Worksheet 4 | My Boundaries Plan

Choose one manageable change. Boundaries often need practical support, not just willpower.

One boundary I will practise this week

The first small action I can take

Who or what can help me maintain it?

How will I know the boundary is helping?

When will I review or adjust my plan?

A gentle reminder

Your needs and capacity may change. You are allowed to rest, ask for adjustments, renegotiate responsibilities and revisit your plans. Progress is not measured by how much you can carry.