

---

## Setting Boundaries for Managers

---

### Introduction

#### What Are Boundaries?

Boundaries are guidelines that define how we interact with others and manage our time, energy, and responsibilities. As a leader, boundaries help you balance your needs with those of your team, ensuring that you maintain your well-being while fostering a positive and effective work environment.

#### Why Setting Boundaries Matters for Leaders:

- Prevent burnout
- Enhance work-life balance
- Strengthen team trust and respect
- Improve communication and productivity

What else?

#### Quick Reflection:

- What comes to mind when you think of setting boundaries as a team leader?
  
- What challenges do you face when trying to set boundaries with your team?

---

## Section 1: Types of Boundaries for Team Leaders:

---

### 1. Time Boundaries

- Example: Setting clear working hours and availability

### 2. Emotional Boundaries

- Example: Knowing when to separate personal emotions from professional roles

### 3. Task Boundaries

- Example: Delegating tasks and knowing when to say “no” to extra work

### 4. Social Boundaries

- Example: Maintaining professional relationships and avoiding personal entanglements

What other boundaries are there in your role at work?

#### Reflection:

- Which type of boundary do you find the most challenging to set?
  
- Why do you think that is?

---

## Section 2: Common Challenges to Setting Boundaries

---

### What Gets in the Way of Setting Boundaries?

- Fear of conflict or disappointing others
- Wanting to be liked or seen as approachable
- Feeling obligated to always be available for your team
- Lack of clarity or confidence in your own needs

What else?

### Solutions and Strategies to Overcome These Challenges:

- **Be Clear & Consistent:** Define and communicate your boundaries early and often.
- **Communicate Effectively:** Practice saying “no” or redirecting requests respectfully.
- **Prioritise Self-Care:** Understand that taking care of yourself allows you to lead effectively.
- **Set Expectations Early:** Clarify working hours and availability, and ensure your team understands your needs.

### Scenario Practice:

- Imagine a team member continually asking for help after hours. How would you address this situation without feeling guilty or overstepping?
- Write your response below:

---

## Section 3: Practical Tools for Setting Boundaries

---

### Actionable Techniques for Setting Boundaries:

- **Office Hours:** Set specific hours when you're available for meetings or questions.
- **Use Technology:** Set automatic replies for emails or messages, update your status on communication platforms (e.g., “Available 9 AM – 5 PM”).
- **Learn to Say No:** Saying no to unimportant tasks frees up time for what matters most.
- **Create Structured Time:** Block off time for focused work or personal time in your calendar.

What else have you seen or tried?

### Activity:

1. Identify a boundary you struggle with most (e.g., managing after-hours communication, setting clear expectations for task delegation).
  - *Strategy 1:*
  - *Strategy 2:*
2. Write down at least two strategies you could implement immediately to improve this boundary.

---

## Section 4: Putting it Into Practice

---

### Scenario Practice:

- A direct report asks for help with a task after hours, and you're already at home.
- How would you respond to maintain your boundary without causing friction?

**Write your response below (both what you would say and how you might set up a future expectation):**

*Response:*

---

## Conclusion & Next Steps

---

### Reflection:

- What's one boundary you'll start implementing immediately as a team leader?
- How will you communicate this boundary to your team?

### Action Plan:

- Take 5 minutes to write down one specific action you will take to set a boundary that you've identified as important for your leadership role.  
*Action to take:*

- *Timeline:* (e.g., by the end of the week)

### Going Further:

- What's one question you still have about setting boundaries in leadership?
- How will you find out more about it?