

# **Steps to setting boundaries:**

## **1. Define**

- **What are my needs in this situation?**
- **What are my rights in this situation?**
- **What is my gut telling me about where the boundary should lie?**

## **2. Communicate**

- **Be calm, clear, firm and respectful of the other person.**
- **Keep the focus on yourself (instead of saying 'You should stop bothering me after work' you can say 'I need my space after work').**
- **Keep it simple - do not over-explain or apologise for setting boundaries.**

**3. If you set consequences, set only those you can stick to (e.g. 'I need my space after work and I will not be answering calls after 5 pm).**