SETTING BOUNDARIES AND IDENTIFYING BURNOUT

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WHAT ARE BOUNDARIES

- In general, boundaries are the limitations that you impose on yourself and others for your own benefit

- Your boundaries determine what you will and will not accept

- Oftentimes this presents itself in the form of behaviors or tasks

ARE BOUNDARIES IMPORTANT?

- Boundaries persuade you to consider your own limitations as well as value the limits of others

- They help you maintain a healthy professional relationship with your coworkers

- They enable you to perform well at work while safeguarding your time, energy, and ethics

"WALLS KEEP EVERYBODY OUT. BOUNDARIES TEACH THEM WHERE THE DOOR IS." – MARK GROVES

Setting boundaries will help you in taking accountability for your own happiness and well-being at work. This is why, in today's world, setting healthy boundaries is so important.

TYPES OF WORKPLACE BOUNDARIES

Physical boundaries

Emotional or Mental boundaries

Communication boundaries

Time boundaries

DISTINGUISH BOUNDARY TYPE

HEALTHY

- Classified as clear and transparent
- Adaptable to circumstances and people
- Create them for yourself
- Safeguard your identity and what matters to you

UNHEALTHY

- Can be dominating, toxic and unnecessarily restrictive
- This may include:
  - unreasonably extended hours
  - bringing work-related stress home
  - persuaded to agree
  - distorted sense of priorities
  - dealing with troublesome coworkers
  - assigned coworker tasks outside of normal team/role expectations

HOW TO SET BOUNDARIES AT WORK

- Whether you're a CEO, self employed, a supervisor of a team or just starting a professional career, everyone needs to set boundaries at work

- Everyone will be able to work more productively when clear boundaries are established

- When starting a new role, set boundaries from the beginning.

    - This can even begin during the interview process

    - If you're already established in your work, the following slides will assist you in setting boundaries now…

DETERMINE YOUR PRIORITIES (BEYOND WORK)

- To set boundaries, first determine your priorities, especially when it comes to setting time boundaries

- Identify the things that are important to you outside of work

- For example:
  - If you want to be available for your personal life, try setting a firm boundary about working overtime or if overtime is expected, set a boundary about always being accessible outside of your hours.
  - Communicate times when being reachable outside of your typical working hours does not work for you.

COMMUNICATE YOUR NEEDS CLEARLY

- Maintain a professional tone in your interactions and avoid commentating from personal point of view

- If your expectations are not fulfilled, then discuss them further; if they're still unmet and you find it necessary, negotiate

- Try to be as clear and transparent as you can when setting workplace boundaries.

  - Reduce how often you apologize when seeking adjustments or keeping tabs on missed tasks

    - Saying SORRY TO INTERRUPT YOU – before you talk about the real issue might cause confusion

    - Be firm about your needs and get straight to the point

AVOID INAPPROPRIATE CONVERSATIONS AT WORK

- If there are struggles with boundaries in your workplace, limit your interactions with coworkers (and your boss) to solely professional matters

- If personal concerns and topics arise, reveal as much personal information as you are comfortable with

- Refrain from engaging in gossip

TAKE BREAKS

- If you aren't already allotted or have not allotted breaks in your workday, start with mini-breaks

- Whether you work in an office every day, or have a hybrid schedule, taking breaks within your daily routine is beneficial to your overall health

- Breaks allow you to recover from burnout and enhance productivity

- Don't feel guilty about taking a short pause

SAY "NO" WITHOUT GUILT

- It is LEGAL to say NO at work!

- At times you may feel guilty and seem like you're being rude, but this is a powerful way to set healthy boundaries, both at work and personally

  - If you've struggled with saying no, practice on your own or with a trusted friend or partner

- It is not a crime to decline something when you are uncomfortable or do not feel like it (especially if it is a social gathering outside of your typical working hours)

- Ask yourself if what you're being asked to do is a priority

  - If it is not a priority, politely express this to coworkers and/or your boss. It may not be a priority today, but next week it may fit your schedule (example of time boundaries)

STICK TO A ROUTINE

- To combat overtime and working longer than your contract stated, especially if working remote or offsite, start and end your work in a timely manner

- You can impose a time limit, as strict as you wish it to be, to start and end your day on a schedule that best suits you personally

  - Make sure to openly discuss any changes with your supervisor if you're given the liberty to change your schedule

- Sticking to a schedule, and maintaining the practice, will make your coworkers aware of your time constraints

- If you have shared calendar access, mark your calendar as out of office

  - You can include out of office messages to those who may be inclined to send you work outside of your typical office hours

CREATE BARRIERS

- If you work from home or at an offsite location than your other coworkers, you may know that physical separation from your work can be difficult to come by
  - Identify if you need a physical barrier to reduce overworking if you work remotely
    - This may include being in different rooms, a temporary divider or putting away your work items in a bag when you're finished
- You can impose barriers by separating your professional and personal life by setting interpersonal boundaries
  - Setting interpersonal boundaries is essential to safeguard your values and privacy
  - This may include not adding coworkers to social media or keeping work and personal devices separate

ADDRESS BOUNDARY VIOLATIONS

- TAKE CHARGE!!!

- At some point, your boundaries will be pushed. As a result, it's always good to think about how you would handle such a scenario in advance

- If a boundary is crossed, let others know that you noticed it
  - Don't allow it to fester and go unaddressed

- By addressing boundary violations, you continue to practice setting boundaries within your life

"Boundary setting helps you prioritize your needs over other people's wants." *-- Lauren Kenson*

ARE YOU IN BURNOUT?

WHAT IS BURNOUT?

- Burnout occurs when an employee becomes exhausted, frustrated, disengaged and unmotivated at work

- It often occurs when a person is both physically and mentally drained, which causes employees an inability to work as productively as they normally would

- Burnout can lead to poor performance at work, decreased productivity, inter-workplace conflict, mental health concerns, substance use, and personal conflicts

The 2024 Society for Human Resources Management survey reported 44% of US employees feel burnout at work

WHAT CAN CAUSE BURNOUT?
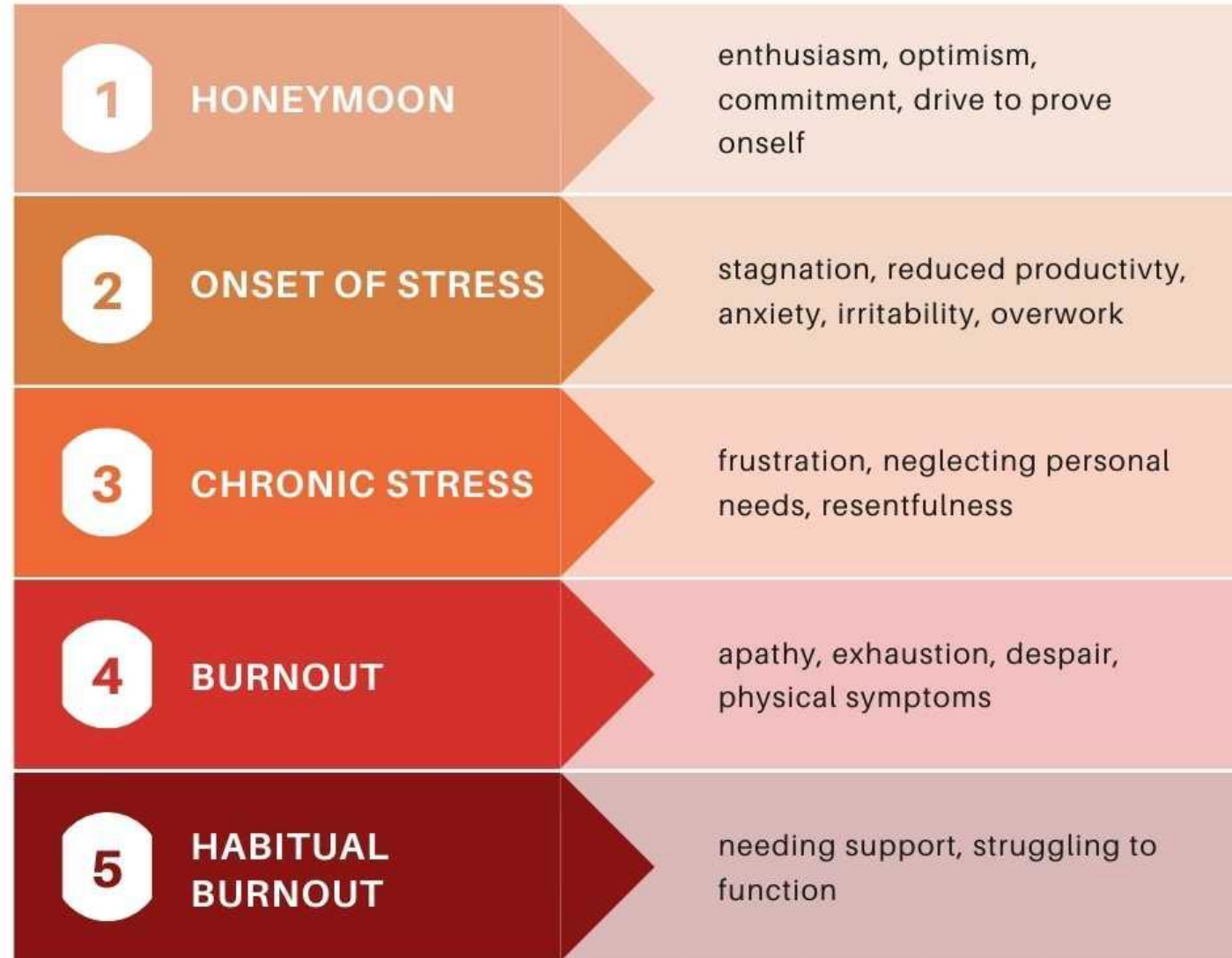
- Burnout can be caused by several things
    - Excessive workload
    - Lack of control
    - Lack of recognition
    - Unfair treatment
    - Unclear expectations
    - Toxic work environment
    - Mismatched values
    - Helping profession

87% of employees feel dread at least once a month, with almost half experiencing it weekly. The problem worsens for leadership, with 55% of executives and 59% of CEOs

'NORMAL' STRESS VS BURNOUT

- Normal job stress:
  - Experience routine work-related stress
  - Short burst of stress that can be handled well with coping mechanisms
- Stress can begin to build and show on a more regular basis
  - During this time employees may experience a decline in optimism, increased anxiety, fatigue, headaches or difficulty focusing

- Employees begin to experience stress daily and have a harder time managing it
- Productivity begins to decrease, and irritability begins to increase
- Stress over time is unmanageable
- Behaviors begin to change
- An employee becomes more likely to look for a different job or simply quit without another job

5 stages of burnout

1 HONEYMOON — enthusiasm, optimism, commitment, drive to prove onself

2 ONSET OF STRESS — stagnation, reduced productivty, anxiety, irritability, overwork

3 CHRONIC STRESS — frustration, neglecting personal needs, resentfulness

4 BURNOUT — apathy, exhaustion, despair, physical symptoms

5 HABITUAL BURNOUT — needing support, struggling to function

THE 12 STAGES OF BURNOUT

Stage 1
You feel there is a strong need to prove yourself

Stage 2
You keep working harder and harder to achieve this

Stage 3
You begin to neglect your own needs more

Stage 4
You are conflicted and blame others or the situation

Stage 5
You change your values to focus on work more

Stage 6
You deny the problems that arise due to work stress

Stage 7
You withdraw from social life and your family as well

Stage 8
Your behavior changes which upsets your loved ones

Stage 9
Depersonalization happens, you do not feel like yourself

Stage 10
You feel empty and numb, substance abuse can occur

Stage 11
You feel depressed, lost and completely exhausted
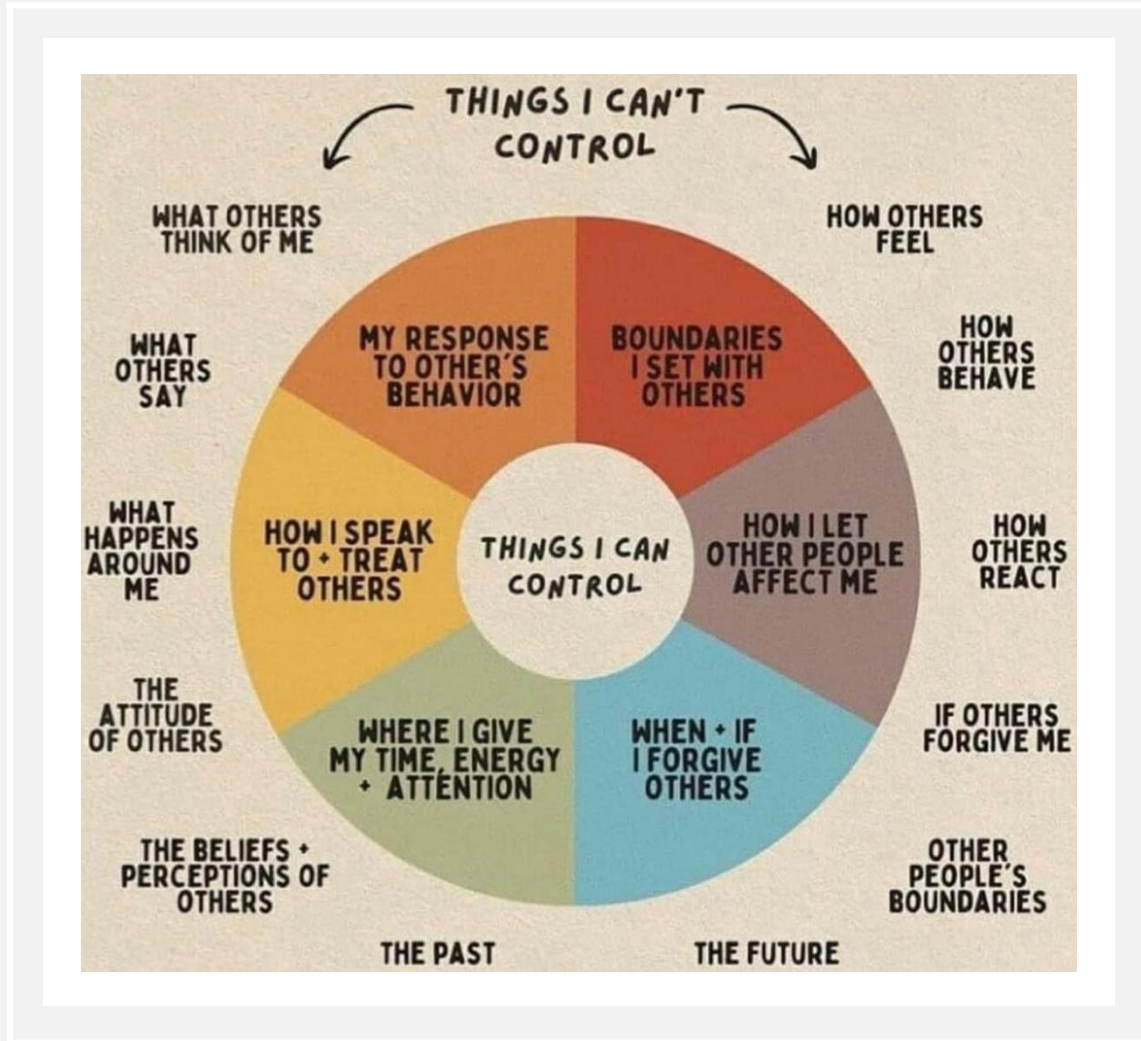
Stage 12
You mentally and physically collapse, full burnout

@THEPRESENTPSYCHOLOGIST

HOW DO WE ADDRESS BURNOUT?

More specifically, what can we control?

WHAT CAN WE CONTROL?

- Do you have a known circle of control within your personal life and/ or within your work life?

- Does your work circle of control expand to a circle of influence or a circle of concern?

- Do you tend to be reactive or proactive in your responses? Reactive individuals tend to spend more time and energy on issues they cannot control. Proactive individuals spend more time and energy on issues within their control.

WHY IS THE CIRCLE OF CONTROL IMPORTANT?

Promotes a proactive mindset

Understanding your personal circle allows you to realize, that yes, you can create positive change for taking responsibility for yourself

A proactive mindset can encourage the growth of self awareness and building confidence

Improves mental health

Have you ever practiced mindfulness techniques such as writing in a gratitude journal, regular exercise, or setting goals

Do you have a support system to encourage positive mental health

Allows you to become more flexible in life

When you understand you control your own self you can become more open to different outcomes

Continue doing your best while being accepting of things that cannot change

HOW TO SUPPORT VIRTUAL EMPLOYEES?

- Virtual employee wellness programs have become a critical tool for promoting positive health in today's remote-first work environment

- Encourage frequent check-ins since these employees are not face to face and more team bonding via online team building activities

- Identify a wider range of resources for fully virtual employees to facilitate collaboration with the rest of the team

- Key benefits to virtual employees include:

  - Personalized wellness

  - Convenience

  - Work-life integration

10 WAYS TO HELP EMPLOYEES WITH BURNOUT
(As a manager or supervisor)

- Reach out to those who may be struggling

- Create a safe space

- Send an employee satisfaction survey

- Distribute workloads carefully

- Assess your management style

- Provide recognition for well done tasks

- Provide workplace variety

- Take mental health seriously

- Encourage relaxation

- Provide professional help

- Encourage people's right to say no

- Ask what you can do to support your people

HOW TO ADDRESS YOUR OWN BURNOUT

- Identify stressors

- Prioritize self-care

- Take breaks

- Set boundaries

- Ask for help

- Maintain social connections

- Practice mindfulness

- Prioritize sleep

- Find an exercise that works for you

- Talk about how you're feeling to your boss

- Seek professional support

- Utilize your time off to disconnect

QUESTIONS?