

NUDGE TO ACTION ON:

# Boundaries



A clear expression of what is okay and what is not okay with you, as it relates to other people's behavior.

## CULTURE IS AN EVERYBODY JOB:

*Culture, in a quiet, compelling, unspoken way, drives how people approach problems and prioritize work.*

- Champion clear boundaries to help build a consistent, psychologically safe, trusting culture.
- Stay in integrity with your values and share your understanding of what is/ is not okay.
- Create clear boundaries to increase efficiency (everyone already knows what is okay).

## PRACTICE BOUNDARIES:

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### THINK:

- Clear boundaries are essential to staying in integrity with personal values, to achieving personal growth, and to building trust
- There are consequences for not having boundaries.
- People don't mind clear boundaries; what they don't like is when boundaries move unpredictably.
- "Where are my opportunities to get clearer about my own boundaries?"

### FEEL:

What happens in your body when you are clearly communicating a boundary?  
When someone trespasses on a boundary (consciously or unconsciously)?

### DO:

- Clearly communicate your boundaries to colleagues and family members.
- Own it when a trespass reveals that you have not communicated a boundary proactively.
- When a boundary is crossed, have the tough conversation before it becomes a pattern (them) and a grudge (you).

**BOUNDARIES  
SOUND LIKE:**

*"It is okay to decline a meeting, but it is not okay to attend and multitask (even a virtual one)."*

*"This one is on me. I realize in hindsight that I did not clearly communicate my expectations or boundaries."*

*"I'd like to circle back with you on this, because I realize it is a boundary issue for me. Is now a good time?"*



**SUPPORT FOR THE LEARNER  
LOOKS LIKE:**

**THE PEER:**

Support your colleagues by doing your own work around boundaries. What is one boundary you would like to share with your colleagues?

**THE BOSS:**

Ask yourself, "Where are my opportunities to get clearer about my own boundaries?"  
Pro Tip: think about what really fires you up when it happens. There is a boundary infringement in there.

**THE DIRECT REPORT:**

Ask your boss, "What are your expectations as it relates to \_\_\_\_\_? What is okay/not okay as I approach this project?"



*Mistakes WE MAKE:*

- Fail to realize we haven't been setting boundaries at all, or they live only in our own mind.
- Hold people accountable to implicit expectations.
- Keep boundaries inconsistently – it's okay for a while (not really, but we let it go), and then it's suddenly not.

