

PERSONAL BOUNDARY-SETTING ACTION PLAN WORKSHEET

DATE: \_\_\_\_\_

STEP 1: IDENTIFY YOUR BOUNDARIES

1.1 List the areas of your life where you need to set boundaries (e.g., work, family, friends, personal time).

- **Area 1:**  
*Example: Work*
  
- **Area 2:**  
*Example: Family*
  
- **Area 3:**  
*Example: Personal Time*

STEP 2: DEFINE YOUR NON-NEGOTIABLES

2.1 What are your non-negotiables for each area?

- **Area 1 Non-Negotiables:**  
*Example: No work calls after 7 PM*
  - **Non-Negotiable 1:** \_\_\_\_\_
  - **Non-Negotiable 2:** \_\_\_\_\_
  - **Non-Negotiable 3:** \_\_\_\_\_
  
- **Area 2 Non-Negotiables:**  
*Example: No unsolicited advice from family*
  - **Non-Negotiable 1:** \_\_\_\_\_
  - **Non-Negotiable 2:** \_\_\_\_\_
  - **Non-Negotiable 3:** \_\_\_\_\_
  
- **Area 3 Non-Negotiables:**  
*Example: Daily 30 minutes of personal quiet time*
  - **Non-Negotiable 1:** \_\_\_\_\_
  - **Non-Negotiable 2:** \_\_\_\_\_
  - **Non-Negotiable 3:** \_\_\_\_\_

### STEP 3: TIME MANAGEMENT STRATEGIES

#### 3.1 List strategies to protect and prioritize your time.

- **Strategy 1:**

*Example: Block off personal time on my calendar*

- **Strategy 2:**

*Example: Limit social media usage to specific times of the day*

- **Strategy 3:**

*Example: Delegate tasks at work to free up time*

#### STEP 4: COMMUNICATION TECHNIQUES

4.1 List assertive communication techniques you will use to communicate your boundaries.

- **Technique 1:**

*Example: Use "I" statements to express feelings and needs*

- **Technique 2:**

*Example: Practice active listening when others communicate their boundaries*

- **Technique 3:**

*Example: Clearly state consequences for boundary violations*

STEP 5: IMPLEMENTATION PLAN

5.1 Set specific actions and deadlines for implementing your boundary-setting action plan.

Action	Area	Deadline
Example: Schedule a meeting with my manager to discuss work boundaries	Work	05/01/2024
Example: Communicate personal time boundaries to family members	Family	30/04/2024
Example: Block off daily quiet time on my calendar	Personal Time	Ongoing

## STEP 6: REFLECTION AND ADJUSTMENT

**6.1** Schedule regular check-ins to reflect on your progress and adjust your action plan as needed.

- **Check-In 1:** \_\_\_\_\_  
*Example: Two weeks after implementing the plan*
- **Check-In 2:** \_\_\_\_\_  
*Example: One month after implementing the plan*

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## STEP 7: ADDITIONAL NOTES AND RESOURCES

**7.1** Write down any additional notes or resources that will help you in setting and maintaining your boundaries.

- **Notes/Resources:**

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## CONCLUSION

By completing this action plan worksheet, you have taken the first step in setting and maintaining healthy boundaries in your personal and professional life. Remember to review and adjust your action plan regularly to ensure it continues to meet your needs and helps you maintain the boundaries you've set.