

The 5-step method to reclaim your time

How to set boundaries with confidence

Boundaries help us feel safe in our professional and personal relationships. Learning when to say no and when to say yes is essential for feeling comfortable when interacting with others. Setting boundaries can be challenging, but it's a crucial skill for our overall well-being.

3 Steps to Practice Boundary Setting:

- 1 Stop viewing boundaries as negative; they're essential for self-care.
- 2 Pay attention to physical symptoms and situations where you feel discomfort.
- 3 Identify the needs behind your emotions; what do you need right now?

The Simple 5-Step Method:

- 1 State your need directly without over-explaining. When you say too much, people start negotiating with you.
- 2 Use 'I' statements to express how a situation affects you personally. For an example: I feel hurt when you don't include me in your plans.
- 3 Avoid apologising, as your needs are valid.
- 4 Maintain a friendly yet firm tone when communicating your boundaries.
- 5 Embrace discomfort; short-term discomfort leads to long-term healthy relationships.

Setting boundaries isn't selfish; it's essential for healthy relationships and personal well-being. You have the power to communicate your needs clearly and prioritise your time effectively. Start practicing healthy boundary setting today, and you'll reclaim your time and feel more confident at work and at home.

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