

## Taking Better Care of Yourself



Establishing healthy boundaries when it comes to time and energy helps us remain true to our values and priorities. If someone is too loose with their boundaries, they may find themselves at the will of everyone else's demands, lacking any type of control over how they spend their free time and going about life passively.

Where do you start when it comes to upholding your boundaries? Think about your "hard" and "soft" boundaries.

**Hard boundaries** are things you are not willing to back down on. What are your most important values, and does how you spend your time match up with these goals? Hold firm to boundaries that interfere with these priorities. For example, if your priority is being present for family dinners, protect this time by setting up concrete boundaries.

**Soft boundaries** are things you are striving for but are not your highest priority. An example would be wanting to feel more rested by getting a better night's sleep. You might develop a bedtime routine that includes not staying out past 9pm on weekdays. You would have more flexibility with allowing this boundary to be broken from time to time.

If you can identify your hard boundaries, you can prioritize standing firm when something is pushing up against them. Instead of seeing boundaries as limiting, they actually help create a framework to the life you desire.

Contact your Employee Assistance Program if you're finding it hard to create and enforce your boundaries.

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Sanok, Joe. "A Guide to Setting Better Boundaries". *Harvard Business Review - Ascend Newsletter*, April 14, 2022, <https://hbr.org/2022/04/a-guide-to-setting-better-boundaries>



### Your Employee Assistance Program

Anytime, any day, you have free, confidential access to professional consultants and online resources to help you be your best. To access these services, call or log on to get started.

**Toll-Free:**  
1.800.999.1077

**Website:**  
[www.EAPHelplink.com](http://www.EAPHelplink.com)

**Code:**  
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