



Virtual First: Wellbeing Kit

# Boundary structures worksheet

Add patterns from your boundaries audit below. Then, follow steps 1 and 2.

Pattern

1. What needs to change

2. What you'll ask for

**People**

Ex: Reduce the number of all-day pings

Ex: Reduce updates to one email/message per day, rather than little updates all day long.

**Situations**

Ex: Stop getting contacted while I'm on vacation

Ex: On vacation, I don't want to be contacted unless it is an emergency, which is \_\_\_\_\_

**Personal actions**

Ex: Stop saying "yes" so often; set clear limits around work time

Ex: I'll take a break every \_\_\_ minutes.  
I won't take more than \_\_\_\_\_ meetings a day.

I won't use my work laptop after \_\_\_\_\_