

Workplace Boundaries

Protecting time, responsibility, and recovery while remaining professional and collaborative.

Boundary problems at work

Chronic availability, unclear role expectations, overfunctioning, covering for others, responding off-hours, and fear of disappointing supervisors can create long-term strain.

Useful language

- “I can complete A or B today; which is the priority?”
- “I am at capacity for this deadline. What can be moved?”
- “I am offline after ____ and will respond the next workday.”
- “That task sits outside my role; I can help identify who owns it.”

Keep perspective

A personal boundary cannot fix every unhealthy workplace. Document expectations, use formal resources when appropriate, and distinguish personal coping from organizational problems.

Try this reflection

What work expectation are you complying with even though it has never been clearly required?

Using this resource: For education and skill-building only; not diagnosis, medical advice, or crisis care. If you feel overwhelmed, pause and seek appropriate professional support. In the U.S., call or text 988 for crisis support; call 911 for an immediate emergency.