

Setting Boundaries to Prevent Burnout

Linked to Case Study 6: The Overloaded Employee

Step 1 – Notice

List the top three demands currently draining your energy.

- 1.
- 2.
- 3.

Step 2 – Practise Saying No

Think of one current demand that feels unrealistic.

- Write down a short sentence you could use to communicate your boundary respectfully. For example: “I want to give this task the attention it deserves, but I can only do that if we adjust the deadline.” or “I can take this on, but it means pausing another task. Which one should I deprioritise?”

Step 3 – Try it Out

Choose one situation this week where you can use your boundary statement.

Notice what happened:

- How did the other person respond?
- How did you feel after expressing it?
- Write down one adjustment you’d make for next time.