

# BOUNDARY FILLED JOBS AND BOUNDARY MANAGEMENT STRATEGIES



Balancing work and life is crucial in the effort to reduce burnout and stress. **Think of it like a scale**, with 'Work' being on one end and 'Life' being on the other.

*If too much time is dedicated to work, then not enough time is given to life, and vice versa.*

In our current day and age, we are able to **navigate work-life balance** utilizing several flexibility options that would keep "Life" and "Work" fulfilled.



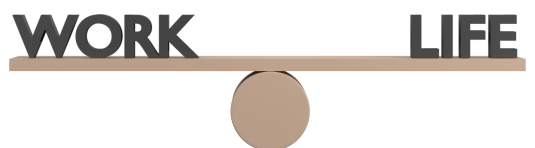
## A BOUNDARY-FILLED JOB

respects your time, your well-being, and your life outside of work. It's a job that lets you clock out mentally and physically when the workday ends. **No more burnout!**



## BOUNDARY MANAGEMENT

A process of actively **establishing, maintaining, and navigating the boundaries** between different aspects of life, such as work and personal life (organizing).



**Boundary management strategies** effectively allow for the protection of leisure time, the respect for contractual hours, and allowance for recovery to reduce work-life conflicts.

There are **five boundaries that matter** in a workplace environment, and organizations should support employees in maintaining all of them. **They include:**

## 1 PHYSICAL BOUNDARIES:

Refers to the control you have over the space and location where your work happens.

- Having a dedicated home office or office space to work
- Using noise-canceling headphones or cues (DND) when you are in "flow state"
- Schedule lunch and breaks away from your desk.
- Take advantage of collaborative spaces/technology to work on tasks that do not require you to be at your desk (walking meetings)



## 2 EMOTIONAL BOUNDARIES:

Foster an environment that encourages support, discussing mental health, and openly expressing job demands in a safe and supportive manner.

- Discussing workplace stress with a supervisor.
- Share your concerns about workload with a supportive network
- Having access to resources for wellness and mental health within the workplace (HR Wellness page)

## 3 TEMPORAL BOUNDARY:

Set specific work hours when your team or employees can reach you, allowing you to have dedicated personal time when necessary.

- Designating core working hours when you are available for work-related communication.
- Clearly defining when you are "off the clock" or in "flow state."
- Using out-of-office notifications to signal when you are unavailable and avoiding work during weekends.



**\*Scope creep** is when a project or task's goals and requirements grow beyond what was originally planned, often causing problems like delays and increased costs.

## 4 SCOPE BOUNDARY:

Deciding what kinds of tasks or projects you are willing to take on and defining the limits of your responsibilities at work.

- Establishing priorities to focus on the most critical tasks and avoid overcommitting.
- Setting clear goals and expectations for a specific project to prevent **scope creep**.
- Communicating with your supervisor to clarify project objectives and limitations.

## 5 SIZE/WORKLOAD BOUNDARY:

Ensuring that the amount of work you take on aligns with your available time and capacity to prevent burnout.

- Avoiding overcommitment by considering your existing workload and time constraints.
- Communicating with your team or supervisor when workloads become unmanageable to explore possible solutions (refer to the JD-R exercise).
- Only accepting projects or tasks that can be realistically completed within your work hours.

