

Setting Boundaries to nourish your health, relationships and work.



MELISSA WOLAK

Setting Boundaries for a Healthier You!

Hello!

I am excited to support you in nourishing your relationships, work and your health with clear communication and setting healthy, firm boundaries. These scripts and phrases have been created to help you reclaim your voice, energy and confidence. Over the past twenty five years, I have witnessed strength and resilience as my clients, friends and family have overcome health challenges and struggle with caring for themselves first. In all honesty, much of my work has been support others in to cultivating a compassionate, empowering mindset and prioritize their mental, physical and spiritual wellbeing.

I started this list of phrases upon request when I facilitated support groups for women motivated to thrive after being diagnosed with breast cancer, fibromyalgia and chronic fatigue syndrome. My goal was to increase the ease in advocating and communicating what you need to nourish your whole self.

For a limited time, I'm sharing the Setting Boundaries Communication Guide as a gift. In this guide, you'll learn how to respond with respect and proactively speak up for yourself to support your physical and mental health:

Here is a sampling of the benefits of these boundary setting tips and scripts:

- Prioritize where you want to make impact with more ease.
- Apologize less and appreciate more with others.
- Clearly communicate expectations and your desires.
- Respect and value your time and energy.
- Create a sense of spaciousness and freedom when feeling pressure or overwhelmed.

Wishing you energy, wellbeing and love with the energy to nourish what matters most,

Melissa

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Boundary Setting Tips



Identify your priorities each week and how you want to make an impact. Start a “brain dump” list with all of your goals. Then choose actions and tasks that will support you in focusing on health, home, work or relationship priorities. These come first before adding to your list of “to dos” each week.



Keep track of how you are spending your time and energy. I recommend a paper/pencil planner where you can see the entire week, your commitments and also can block out your priorities. Please include rest, exercise and/or self-nourishment practices in a different color so it stands out to you. You can also do this on your phone calendar. Color coding work, appointments and other categories can be helpful too.



Practice pausing and checking-in with yourself regarding what you need and want before responding and committing to other people.



Do your best to stop making decisions and commitments from a belief or idea that you “should” and “have to” in order to make others happy or more comfortable.



Stop justifying your reasons and decisions. Remember that less is more with clear communication. You can be respectful and stop giving explanations or excuses every time you say no.



Your time and energy are valuable. Check-in with yourself and your calendar before committing or scheduling. Prioritize and schedule time to rest and replenish each day.

When you are scheduling appointments or meetings, refer to your calendar first and consider saying:

"Before I schedule this, please give me a moment to look at my calendar."

"I am going to double-check my calendar and then will confirm this with you."

"Let's schedule for _____ (offer the best times of day for you first). What do you have available then?"

"I am not available at that time. My schedule opens up the week of _____."

When you have a specific time window and need to stay on time, set clear expectations with these statements:

"I have _____ minutes/hours to speak/meet with you today. I want to make sure we talk about _____."

"I have an appointment at _____ time and will need to leave at _____."

"I want to let you know that I will need to go in _____ minutes."

"I'd like to talk about it further when I have more time, when can you get together/meet again?"



Your energy and mood may vary, please give yourself permission to say "No" to commitments or to reschedule.

When you want or need to say no, keep it simple. If you need to say more than "NO" try these phrases without the need to justify yourself:

"Unfortunately, I am not available."

"I am not taking on any new commitments/projects."

"I have commitments that day but let's look at the calendar and find another time."

"Thank you for thinking of me but I can't this time."

"I am honored that you asked and I look forward to doing it in the future."

When you need or want to reschedule a commitment for personal or professional reasons, use these statements:

"Thank you for inviting me but I will not be able to make it this time. I hope to get together soon."

"I apologize but I will need to reschedule."

"I honestly want to do my best and am not feeling well. I will need to reschedule this _____ (presentation, call, meeting, date, etc.)."



We all make mistakes and this may happen more when you are healing, overwhelmed or distracted. Treat yourself with kindness and be patient as you do your best.

When someone else notifies you that you made a mistake, you can respond with:

"Thanks for catching that. I will make that correction."

"I appreciate you letting me know."

"I am glad you found that error."

"Thank you for pointing out my mistake."

"This matters to me and I will pay closer attention going forward."

"Having compassion for yourself means that you honor and accept your humanness."

Dr. Kristen Neff



Apologizing when you are truly at fault makes sense but apologizing often can become a habit and lessen its meaning. There are times when we can communicate appreciation instead and save the apologies.

When you are running a little late, you can say:

"Thank you for being patient."

"I appreciate your flexibility and understanding."

"Thank you for waiting for me."

When you feel you have been complaining, venting or talking for a long time, consider these phrases:

"Thank you for listening."

"Thanks for letting me express my feelings."

"I appreciate you giving me the space and time to share."

When you are asking for help or a favor, you can say:

"Thank you for your help."

"I really appreciate your support."

"Thank you for being here for me."

“Compassionate people ask for what they need. They say no when they need to, and when they say yes, they mean it. They're compassionate because their boundaries keep them out of resentment.”

Brené Brown

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