12 DAYS OF STRESS MANAGEMENT

Healthy boundaries at work

When stress rises, protecting our time and energy can become harder.
Clear, respectful limits help us manage expectations and make room for rest.

Three ways to set a boundary

Protect your time

Agree on when you are available and when you can respond.

"I'll respond when I'm back at work tomorrow."

Manage your workload

Clarify priorities before taking on additional responsibilities.

"I currently have urgent deadlines to meet soon. I cannot complete this task right now, but I will get back to you when I have an opening."

Communicate respectfully

Be clear about what you need, while listening to others.

"Can we revisit this when we have time to talk calmly?"

Start small, but most importantly: Be CONSISTENT

Guilt, fear of conflict, or workplace power dynamics can make establishing boundaries difficult. Choose **one** manageable limit to practice this week.

Become aware of your limits • Use an "I" statement (ex. "I" cannot do this right now) • Listen in return – BUT continue to stay firm in maintaining boundaries

Managers and teams also share responsibility for healthy expectations.

Tools & resources

Setting healthy boundaries at work
Workplace Strategies for Mental Health

Work-life balance
Canadian Centre for Occupational Health and Safety

Need additional support? Employee & Family Assistance Program (EFAP)