

Boundary Decision Framework

Transform information into action (a practical worksheet for setting and maintaining boundaries)

"Boundaries are decisions, not walls. The problem isn't the number of hours in the day—it's the management of those hours."

1 THE AUDIT: Where Do You Stand?

Rate yourself honestly on each dimension (1 = struggling, 10 = thriving). Circle your score.

 TIME <i>How in control of your calendar do you feel?</i>	1	2	3	4	5	6	7	8	9	10
 ENERGY <i>How well are you protecting recovery time?</i>	1	2	3	4	5	6	7	8	9	10
 EMOTIONAL <i>How stable are you when others are stressed?</i>	1	2	3	4	5	6	7	8	9	10
 RELATIONAL <i>How balanced is give-and-take in your relationships?</i>	1	2	3	4	5	6	7	8	9	10

My lowest score:

This is my focus area because:

2 THE COST CALCULATION : What's at Stake?

Every "yes" is a "no" to something else. Make the trade-off visible.

Think of a recent time you said "YES" when you should have said "NO" :

What I agreed to: _____

Time it cost me: _____

What I sacrificed (the hidden NO): _____

How it affected my energy/emotions: _____

⚠ THE RESEARCH : 77% of people experience stress that hurts their performance. Those who struggle to say no have 30-40% higher stress levels. Frequent interruptions reduce productivity by 40%.



3 THE DECISION FILTER: Questions Before You Commit

When a request comes in, run it through this filter before responding:

- 1. Does this align with my current priorities?**
 Yes No Partially
- 2. What will I have to sacrifice or deprioritize if I say yes?**
- 3. Am I the right person for this, or could someone else do it?**
 Only I can do this Someone else could Should be delegated
- 4. Is the timeline realistic, or am I setting myself up for stress?**
 Realistic Tight but doable Will require sacrifice
- 5. If I go home stressed from this, who pays the price?**

SAY YES

Aligns with priorities, I'm the right person, timeline works

NEGOTIATE

Adjust scope, timeline, or hand off part of it

SAY NO

Doesn't align, wrong person, or cost is too high

4 THE COMMUNICATION SCRIPTS : Words That Work

Saying no doesn't require a long explanation. Use these templates:

THE SIMPLE NO	<i>"I appreciate you thinking of me, but I'm not able to take this on right now."</i>
THE REDIRECT	<i>"I can't do this today, but I could look at it [specific time]. Would that work?"</i>
THE NEGOTIATION	<i>"I can help with [part of it]. For the rest, could [name] or [alternative] work?"</i>
THE PRIORITY CHECK	<i>"I can do this, but it means [X] won't get done. Which is the priority?"</i>
THE HONEST LIMIT	<i>"I want to be upfront—my plate is full this week. I don't want to commit and let you down."</i>



5**WEEKLY BOUNDARY COMMITMENT**

Choose ONE boundary to implement this week. Share it with someone for accountability.

MY BOUNDARY THIS WEEK:

I will share this commitment with:

I will check in on progress:

Daily Mid-week End of week

💡 STARTER IDEAS :

- Schedule 25-minute meetings instead of 30 (create buffer time)
- Block my first 90 minutes each morning for deep work
- Put my phone away for the first hour when I get home
- Say no to at least ONE request I would normally accept
- Turn off notifications during 2-hour deep work blocks
- Define a "done for today" time and protect it

Remember: Boundaries are decisions, not walls. They can be adjusted as circumstances change.

