

Think
& Act
Differently

DEVELOP HEALTHY HABITS

How To Practically Set Your *Boundaries*

With Bruna De Palo
Neuroscience-based Executive and Career Coach, PCC



Agenda

- ✓ What does it mean *setting boundaries*?
- ✓ How to practically *build* and *honour them*
- ✓ The **Tool** that will make it easier and *sustainable*

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What does it mean **setting boundaries**?

- Verbalizing what impacts your comfort levels.
- Being honest and transparent.
- Learning how and when to say "no."

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Your birth right

Right to say no without feeling guilty.

Right to be treated with respect.

Right to make your needs as important as others.

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Your Values

Discover your values beyond the socially accepted ones. They are your compass in life.



Your *needs* matter.

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Signs that you need to set stronger boundaries

- Resentment, anxiety, depression, feeling overwhelmed
- People pleasing habit
- Putting your needs after others'
- Low self-esteem
- Accepting disrespectful behaviour towards you
- Not speaking up for yourself
- Not getting your needs met



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Improve self-esteem
Increase energy levels
Develop independency
Boost wellbeing

What *stops* us from setting them?

- Sense of guilt
- Not wanting to appear mean
- Feeling selfish
- Looking arrogant
- ...not knowing how to handle boundaries, feeling discomfort.



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The cause:

- Overthinking, misreading signals, biases.



“I tried it already, *but...*”

Perhaps you...

- Did it just once, wasn't well received, then gave up
- Didn't practice/visualized it
- Didn't stated it explicitly (expecting others to believe what your boundaries are based on your reaction when violated)
- Did it in the “wrong” way...



A “no” it’s an act of *kindness*.

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4 Tips To Say No With Class

BE QUICK Respond as quickly as makes sense.

BE POLITE Thank them for thinking of you.

GIVE A REASON The word “because” makes people feel more at ease with your refusal. It softens the blow and provides context.

GIVE AN ALTERNATIVE If you can't do it, offer an alternative or ask how else you can contribute.



“Thank you for your kind offer. While *it's not something I choose to pursue*, please know how honoured I am to be asked.”

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A “no” it’s an act of *kindness*.

Even more so if it’s followed by a comma
and an *alternative*.

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“Unfortunately, I cannot do it now, *but* I might be able towards the end of the week, if that helps?”

“I’m not able to help here, *but* I’m happy to put you in touch with ___ who might. Would you like me to do so?”

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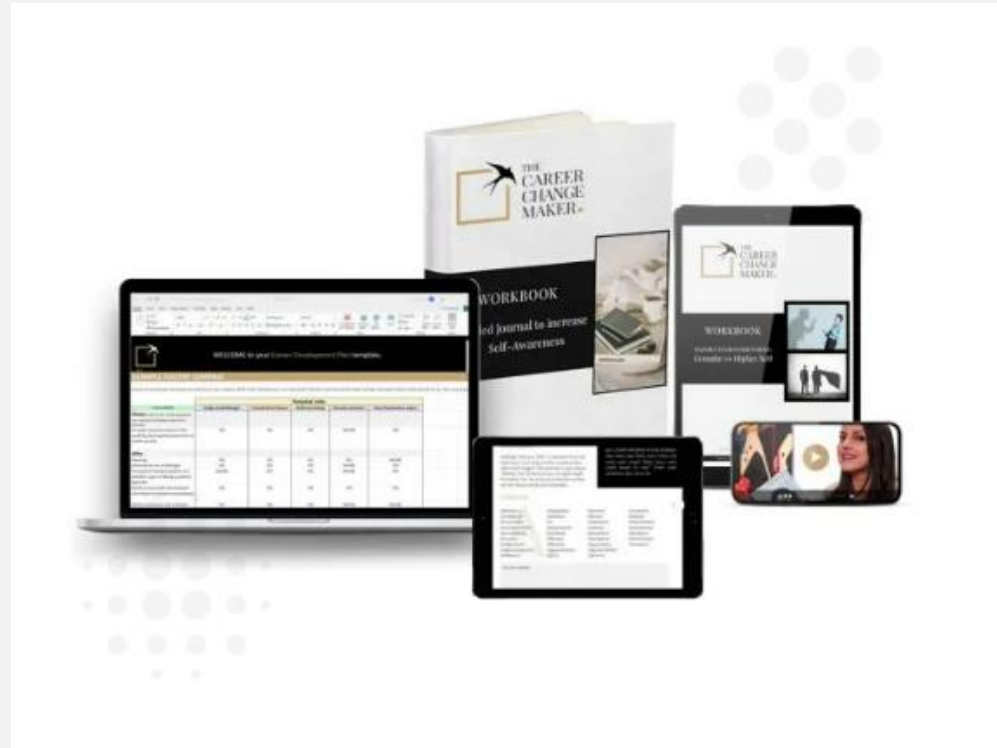
“I hear how important this is. Can we take a look at my current priorities *together*? Because there’s a lot in motion right now and I want everything to be done right.”

“Thank you for thinking of me for _____. While I’m not able to _____, *I would be able to* _____.”

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Free *Premium Tools*

“How To Set and Honor Your Boundaries”
& “Discover Your Values”

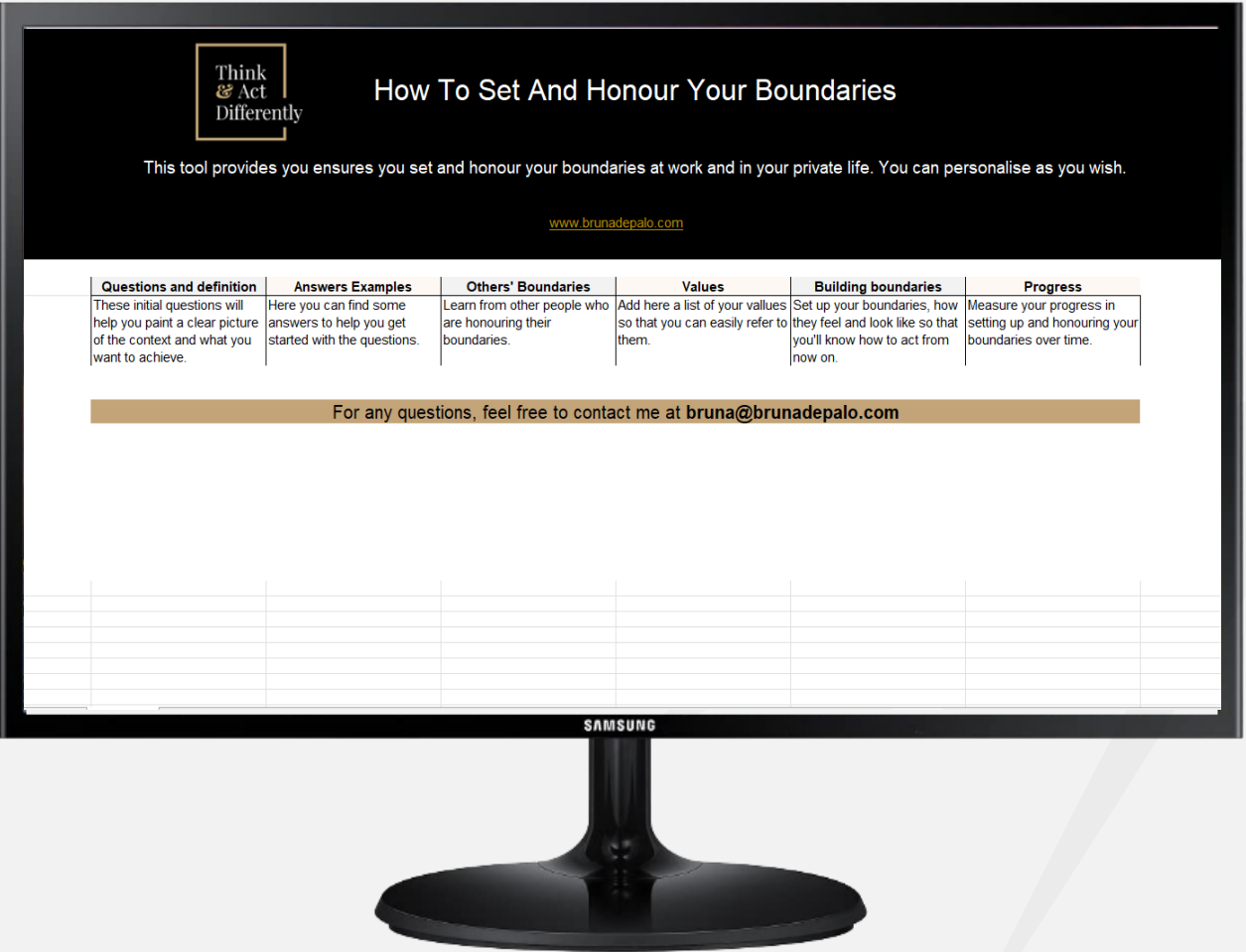


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“How To Set and Honor Your Boundaries”



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BUILDING MY OWN BOUNDARIES								
When working on your boundaries, be very specific. Imagine scenarios, people involved, potential reactions etc. If you find it difficult to imagine things in the future, then focus on past scenarios. Recollect what happened, and then imagine how the same situation would have looked and felt like if you set boundaries before that. Use concrete experiences to ensure you create neural pathways that you will use when you'll find yourself in situations where they will be challenged.								
BOUNDARIES YOU ALREADY POSSESS								
Boundary I have	Why it's important	What is the benefit it brought me	How does it feel and look like having it (write concrete scenarios as examples)	How did I communicate this to others	How did I handle objections?	What obstacles have I encountered in protecting it, and how did I overcome them?	Based on this example, how will you handle objections to your new boundaries?	On what resources have I counted on to succeed in setting and protecting this boundary?
Example: Keep family commitments	Family is an important value of mine and I enjoy spending time with them	Time together makes me feel energised.	When I'm with them I focus on our time together, don't think about other things.	I apologise if I double booked and explained clearly what mistake I've made in double booking (explaining clearly the problem and/or finding an alternative solution)	I would address it upfront and just say "that's a day with my family", no need to explaining it any other way.	At times colleagues insisted that I worked over the weekend and I just simply explained that I couldn't because of family commitments.	Same way, I will be transparent and explain things as they are. I will also ensure there is consistency.	Friends confirming I did the right thing putting family first.
BOUNDARIES YOU WANT TO BUILD								
Boundary I want to build	Why it is important	What it means in the wider picture of my life	How will it feel and look like for you (what will be different once in place)	How will you communicate this to others	How do I communicate this in high-stakes conversations without creating a hostile environment?	How will you handle objections to your new boundaries?	How will you overcome the obstacles you'll find for setting up this boundary?	On what resources can you count on to overcome them?

BUILD HEALTHY HABITS

Your *takeaways* today

- Your Needs Matter
- Sustainability depends on:
Confidence Consistency Practice
- “No” it’s an act of kindness

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Thank you for
your attention!



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