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one bite at a time!

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~ No!-Vember ~ Worksheet Two – November 2021

Step through this worksheet as preparation for any boundaries setting situations you need to address. Getting it clear in your own mind beforehand will help you handle it with an outcome-focus, firmness and clarity.

In which area do you have a boundary issue that needs addressing?

- Physical Time/Commitment Mental/Your Opinion
Emotional Financial/Material

What is the issue? Just get it out of your head and onto paper:

What emotions are coming up for you around this boundary? Guilt? Anger? Frustration? Resentment? Identify the emotion:

I am feeling... _____

Who is overstepping where your boundary is? Name as many people as appropriate

How often is it happening? Give at least one concrete example of what is not okay for you. More specific examples are good too.

**When and what have I communicated previously about this? Do they KNOW I am not okay with this?
How have I reacted when it's been happening?**

What would I like to be happening instead? Be specific. What OUTCOME would you prefer here? If YOU cannot define it, they definitely will not be able to! If you want to increase the chances of you getting what you want, you MUST know what that looks like.

Who do I specifically need to talk to who can make this happen?

What do I specifically need to ask them to do / say?

Do I need any support in this situation in order to be able to handle it? Or any further information?

When will I have this conversation? (Don't put it off, get prepared, and then get it done). Do I need to give them a heads up about this conversation?

How can I reinforce this newly asserted boundary going forwards? (eg. leave office at 5pm regardless). Remember – if YOU do not respect the new boundary YOU set, NO ONE ELSE WILL. How can YOU reinforce it with your words and behaviour?

What consequences will I put in place for not respecting my new boundary? Am I ready to communicate that? Remember – there are ALWAYS consequences, for SOMEONE: at the moment they are YOURS. This is just putting them where they should go. Define consequences of your newly articulated boundary NOT being respected:

OKAY, GOOD WORK!

Now, work out a rough plan of what you want to get across. There are FIVE steps to have this conversation in a way that is most likely to get you the result you want:

1. INTRO / SET SCENE

“Hey Bob, I'd like to talk to you about something that is important to me. Is this a good time for you? I'm going to need 10 minutes of your time to discuss it”.

2. SAY. WHAT. YOU MEAN (DEFINE THE PROBLEM)

“Bob, we have a situation that's not working for me. It's this: On Thursday you dumped files on my desk at 4.30pm to be cleared for the next day / left your wet towels on the floor / whatever and that is not working for me. This also happened on Tuesday evening last week. It's putting me under pressure / making me angry and that's not okay for me”.

BE REALLY SPECIFIC. Do NOT use “absolute words like “always / never”. Be super specific about what's not working and why. This isn't about being in an argument or being “right” it's about getting you the OUTCOME you want.

3. ASK FOR WHAT OUTCOME YOU WANT

“What I’d like to happen going forwards is that you get the files to me a minimum of 48 hours in advance of deadline / that you hang up your wet towel on the heated towel rail / whatever specific outcome you want. This means I can turn the work round without working late/ I am not being your wet towel slave / whatever which is how I would like things to be going forwards”.

4. STATE CONSEQUENCES

“I want us to have a good working relationship/I love living with you/ whatever and us being able to respect each other’s working hours / living space / whatever is really important to me. I don’t want to have to escalate it to management / stop doing all your laundry. I’d appreciate you doing this for me and { RESTATE YOUR PREFERRED OUTCOME } you get the files to me a minimum of 48 hours in advance of deadline / that you hang up your wet towel on the heated towel rail / whatever specific outcome you want”.

5. CHECK THEY HAVE HEARD, GAIN AGREEMENT AND CLOSE POSITIVELY

Does that seem reasonable to you?

THIS IS YOUR KILLER CLOSE QUESTION. It is very hard to say you are being unreasonable. Repeat it exactly like that, 6 words only, then shut up and let them reply.

Does that seem reasonable to you?

APPRECIATE: “Thanks Bob, I appreciate that! I’m so glad we could work this out between us, it was really bothering me, thank you so much for listening and getting it sorted”.

POST CONVERSATION

6. HOLD YOUR BOUNDARY.

Notice and appreciate when they are doing it right and behaviour is respecting new boundary. “Thanks Bob so much for getting these to me on time I really appreciate that/ for hanging up your towel this morning, it made me smile honey, thank you”

But if boundary not respected, you must RE-STATE BOUNDARY AND THEN APPLY CONSEQUENCES:

Leave on time. Do not work late. Restate 48 hour file turnaround. Escalate if disrespected. Don’t pick up the towel. Say “your towel is on the floor”, we agreed last week that you would put it on the towel rail. Is there a problem with you doing that?

Stop doing the rest of their laundry (or whatever the consequence is) if it continues.

IF YOU DO NOT RESPECT AND HOLD YOUR BOUNDARY WITH CONSISTENCY THEY WILL NOT. YOU MUST LEAD.

Okay, go back, look at your responses to the top of this worksheet and prep your boundary convo below:

1. INTRO / SET SCENE

2. SAY. WHAT. YOU. MEAN

3. ASK FOR WHAT OUTCOME YOU WANT

4. STATE CONSEQUENCES

5. CHECK THEY HAVE HEARD, GAIN AGREEMENT AND CLOSE POSITIVELY

Does that seem reasonable to you?

POST CONVERSATION:

How will you demonstrate you are standing behind your boundary? How will you reinforce it with your behaviour to show you mean business?

How will you show appreciation when it is respected?

How will you apply consequences if it is not?

WOOOOOOOOP! Good work lady. Skills for life this is.

Remember – it's not about having an argument, it's about getting your PREFERRED
OUTCOME.

Well done. Go get it done. You've got this.

A handwritten signature in black ink that reads "Louise". The signature is written in a cursive style with a long, sweeping underline that ends in a small flourish.