



## Stress Management and Self-Care: Setting Boundaries and Saying No Without Guilt



## Stress Management and Self-Care: Setting Boundaries and Saying No Without Guilt

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There's a silent killer in the  
workplace....

## This Silent Killer Causes...

- Anxiety and Depression
- Fatigue and Exhaustion
- Muscle Tension and Headaches
- Diminished Concentration and Focus
- Irritability and Social Withdrawal
- Decreased Libido
- Digestive Issues
- Increased Alcohol Consumption to Cope



## Stress

Workplace Stress is responsible for up to \$190 billion in annual U.S. Healthcare Costs

65% of adults say that work is the source of their stress



What causes you the most stress?

## Stress Triggers

### At Work

- Deadlines/Schedules
- Interpersonal Conflict
- Disorganization
- Lack of Information
- Poor Communication
- Finances

### At Home

- Caring for Aging Parents
- Raising Teenage Children
- Divorce
- Chronic illness or Injury
- Death of a Loved One
- Finances

Here are some ways to reduce stress!



## 1. Get Connected



## 2. Get Moving



## 3. Get Healthy Foods



## 4. Get Plenty of Sleep



## 5. Get Organized



## What else can you do?

Another way to reduce stress is by being assertive.

Learning how to say “No” and setting boundaries can prevent stressful situations from occurring.

## Assertiveness

Being assertive is a core communication skill.

When you are assertive, you are communicating effectively and expressing yourself fully.

You are standing up for your point of view, while also respecting the view points and rights of others.

Assertiveness is based on mutual respect.



## Additional Tips for Being Assertive

- Use “I” statements
- Practice saying no
- Rehearse what you want to say
- Use body language
- Keep emotions in check
- Start small

## The Benefits of Being Assertive

- Gain self-confidence and self-esteem
- Understand and recognize your feelings
- Earn respect from others
- Improve communication
- Create win-win situations
- Improve your decision making skills
- Create honest relationships
- Gain more job satisfaction

## What Are Boundaries?

Boundaries are guidelines, rules, or limits designed to protect and honor important parts of our lives.

They are created to clarify what are acceptable and unacceptable behaviors from others.

## Rigid and Open Boundaries

### Rigid Boundary Traits

- Avoids intimacy
- Unlikely to ask for help
- May seem detached, even with romantic partners
- Has few close relationships
- Keeps others at a distance to avoid the possibility of rejection

### Open Boundary Traits

- Overshares
- Difficulty saying “no”
- Accepts abuse or disrespect
- Dependent on the opinions of others
- Overinvolved in others’ problems

## Healthy Boundaries

- Values own opinion
- Doesn't compromise values for others
- Shares personal information in an appropriate way
- Knows personal wants and needs, and can communicate them
- Has the ability to say "no" and can accept when others say "no" to them

## Key Areas to Protect Using Boundaries

Your Time

Your Emotions

Your Energy

Your Values

**Your Time:** Do you have friends that drop by unexpectedly or a co-worker that demands your time in an unreasonable way?

**Your Emotions:** Has someone in your life made hurtful or insensitive remarks?

**Your Energy:** Has anyone ever created turmoil in your world and robbed you of peace?

**Your Values:** Have you ever been pressured to do something that conflicted with your morals?



## Creating Your Personal Boundaries

- Be clear about the boundary to yourself and others.
- Once a boundary has been crossed, remind the individual of your boundary, and ask for their help in maintaining that boundary.
- If the individual continues to violate the boundary, ask firmly and politely for the behavior to stop.
- Identify ways to position yourself in a time and place that minimizes the opportunity for your boundaries to be crossed.
- Thank those people who honor your boundaries.
- Always seek to understand and honor the boundaries of others.



## Let's Practice...

Michael has a co-worker who constantly tells inappropriate jokes that are offensive. He used to laugh and go along with it, but he's had enough and just can't take it anymore.

Michael needs to establish a boundary line around this situation. What might he say to the co-worker?

## Let's Practice

Janice works in the accounting department and has a very demanding job with tight deadlines. Her good friend also works in her department. Every morning her friend comes in to chat and talk about problems she's having at home. Janice has fallen behind in her work and has missed some deadlines.

How should she establish a boundary line with her friend?

## Let's Practice

For the past few months, Steve has been bailing his buddy out of financial trouble. He's loaned him over \$500 and hasn't got any of it back. His friend just texted him that his electricity is being shut off, and could use some help.

How does Steve say "no" while keeping his relationship in tact?



## Questions? Thank you!

Up Next:

9:45-10:30 am

Interactive break in Canyon 1-6

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