

# 9 Bold Strategies For Setting Boundaries

*Set limits, eliminate  
distraction & make  
space for what  
matters.*



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# **1.** Schedule “No-Meeting” Time Blocks

## **Why it’s effective:**

- Allows focused work time, and uninterrupted productivity for tasks.
- Helps get things done, & prevents burnout.

## **How to implement it:**

- Block 1-2 hours daily for focused work
- Label it “Focus Time”, to reinforce it.
- Communicate your availability outside these hours.

# **2.** Set Communication Limits

## **Why it's effective:**

- Avoids interruptions and helps you stay focussed.
- Reduces the pressure to respond instantly.

## **How to implement it:**

- Check emails at set times, e.g. three x daily.
- Mute notifications during focussed work.
- Communicate your response timings to colleagues.

# **3.** **Limit After-Hours Work**

## **Why it's effective:**

- Protects personal time & work-life balance.
- Supports mental wellbeing and promotes sustained productivity.

## **How to implement it:**

- Set boundaries for work hours, e.g. no emails after 6pm; inform your team.
- Have a “shutdown routine” to signal the end of the day.

# 4.

## Practice “The Power of Pause”

### Why it’s effective:

- Gives time to assess requests before agreeing.
- Prevents a knee-jerk “Yes” you may regret.

### How to implement it:

- Say, "Let me get back to you on that."
- Use a 24-hour rule for non-urgent requests.
- Consider your priorities before saying yes.

# **5.** Use “I” Statements

## **Why it’s effective:**

- Makes the message personal and direct.
- Shows ownership of your own boundaries, reducing defensiveness from others.

## **How to implement it:**

- Say, "I need more time to complete this."
- Use, "I’m focusing on X right now," to decline.
- Be firm but respectful when explaining needs.

# 6.

## Delegate Tasks When Possible

### Why it's effective:

- Frees up time for high-value work.
- Encourages overall team growth and empowerment.

### How to implement it:

- Identify tasks that can be done by others.
- Communicate expectations clearly when delegating.
- Check in, but don't micromanage.

# **7.** Use Pre-Set Phrases for Saying No

## **Why it's effective:**

- Saves time and reduces anxiety around saying no.
- Makes responses consistent & professional.

## **How to implement it:**

- Use phrases like, "I'm at capacity right now."
- Use variations like "That doesn't fit with my current priorities."
- Stick to the phrase, without over-explaining.

# 8.

## Avoid Over-Explaining Your Decisions

### Why it's effective:

- Prevents unnecessary justifications.
- Keeps responses concise & maintains control of the conversation.

### How to implement it:

- Keep responses simple but firm e.g. "I can't commit to this right now."
- Offer brief alternatives if possible, but don't feel obligated.

# **9.** Clarify Roles and Responsibilities

## **Why it's effective:**

- Prevents taking on tasks that are outside your scope of work.
- Helps others understand your workload.

## **How to implement it:**

- Discuss role expectations with managers.
- Document & share your responsibilities.
- Politely redirect tasks that aren't within remit.

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