



Setting Boundaries

Balance work & personal life while working from home

When home becomes a place of work, the lines between work and personal life can easily blur. Feeling burnt out has become a common struggle for many of us working from home for the first time.

While everyone has their own take on work life balance, below are simple steps to preserve healthy boundaries between your work and personal life.

SET YOUR WORKING HOURS



Set your fixed working hours and let your team members and manager know your working hours.

Stick to your hours, so your stakeholders can get accustomed to them and respect the boundary.

💡 **Make it a team effort**

Have a clear tracking of everyone’s working hours either in Outlook calendar or a shared folder for easy meeting scheduling.

💡 **Set hours in Outlook**

Set your working hours in Microsoft Outlook to indicate when you are working.
[Learn how to do this HERE.](#)

PRACTICE SAYING NO

It is **OKAY** to decline meetings outside of working hours and say no to additional requests for favors.

❌ **The effects of always saying “YES”**

If you always say “yes” when you want to say no, you will start to feel resentment towards the other person even though they have done nothing wrong.

You gradually become more frustrated.

You start to feel overwhelmed and stressed.

All of these can lead to experiencing depression and/or anxiety.

✅ **Change your narrative** ★

By saying “no”, you’re declining the request, and not rejecting the person.

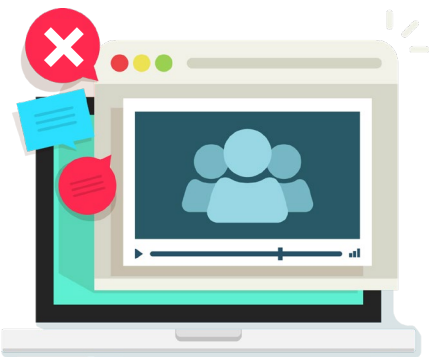
When you say “yes” to one thing, you’re saying “no” to something else.

You have the right to share your opinions even if they differ from others’.

The other person is unlikely to take it badly and they’ll most likely understand.

If people have the right to request, you have the right to decline.

5 WAYS TO SAY NO



1

The direct “no”
I can’t do that

2

The reflecting “no”
I understand you want me to be there, but I can’t attend.

3

The raincheck “no”
I don’t have time now, but I can make some time next week.

4

The reasoned “no”
I can’t attend this because it is 1:00 AM my time.

5

The enquiring “no”
I’m packed for today. Maybe someone else in the team can help?

“COMMUTE” AT HOME

Replace your daily commute from and to work with a new routine to help your brain switch between work time and personal time. It can be exercise, reading books or anything that you can do every day.

💡

Pick a “commute” activity to start and end your work day and stick to it.



CHECK IN WITH YOURSELF

Set aside time for regular self-reflections, where you can check in on how you’re feeling about your work life balance and adjust your boundaries when necessary.

💡 **Ask yourself:**

- Have you felt like you’ve overstretched yourself at work and had almost no time for your personal passion?
- Is there something you’ve wanted to make time for, yet keep pushing to the back burner?