



# Boundary-Setting Conversation Script for Work

## Introduction:

Navigating boundary-setting conversations can feel daunting, but having a clear, respectful approach makes it easier for all parties. Use this script to frame discussions with colleagues or managers, fostering healthier, more productive working relationships.

---

## Step 1: Open with Empathy and Context

"Thank you for taking the time to meet with me. I really value our working relationship and the open communication we share. I wanted to discuss something that I believe will help me be more effective in my role and maintain my energy for long-term success."

---

## Step 2: Clearly State the Boundary

"I've noticed that responding to emails after hours has been impacting my ability to recharge. Moving forward, I'd like to set the boundary of not addressing non-urgent communication after [specific time], so I can give my best focus during work hours."

---

## Step 3: Offer a Collaborative Solution

"To make this work smoothly, I'd love to hear your thoughts on how we can prioritize communication during the day. Perhaps we could establish [suggest a system, such as clear urgency indicators for emails or dedicated check-in times]."

---

## Step 4: Reinforce the Positive Outcome

"I believe this will help me maintain clarity and energy, ensuring I stay productive and responsive during working hours. Ultimately, it will enhance our collaboration and the quality of work I bring to the table."

---

## Step 5: Invite Feedback

"I'd appreciate your input on this approach—what do you think? Are there any adjustments you'd suggest to make this boundary even more effective for our team?"

---



### **Additional Tips**

- Practice the conversation out loud to feel more confident.
- Focus on outcomes and shared goals.
- Be prepared to compromise without sacrificing your core needs.