

Addressing the Difficult Parts of our Job: Boundaries and Expectations

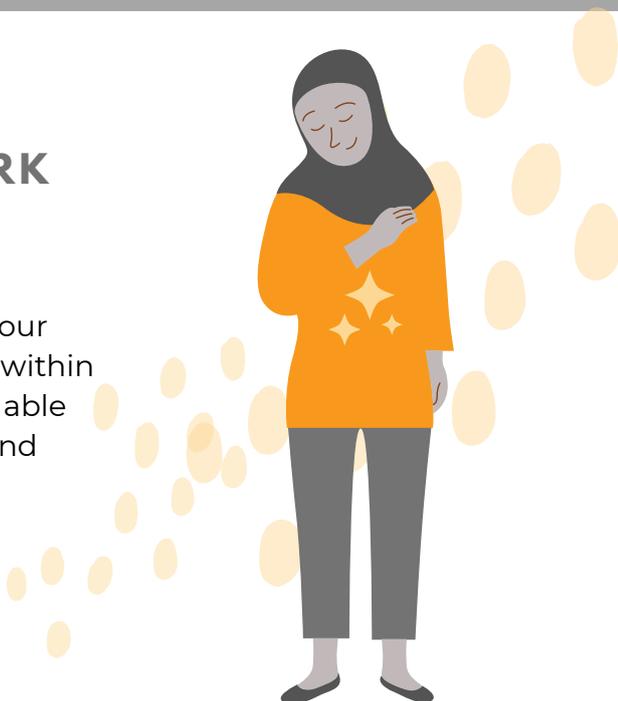
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HELPING FIELDS: SHARING OUR SPARK

"Light" Working

In our helping field, we are trying to "lighten" the load for our clients. We do need to remember to keep a spark of light within ourselves in order to avoid burnout and to continue to be able to share our spark both personally (with our loved ones) and professionally (with our clients and colleagues).

WHAT YOU'RE DOING RIGHT NOW MAY BE SABOTAGING YOUR SUCCESS...



Anticipating a negative outcome

In order to succeed in setting boundaries, you need to believe in yourself and what you're doing.

Following old patterns

It may be comfortable to continue working the way you're accustomed, but setting new boundaries will require a change, and that may be scary.

Not understanding your worth

You must be equally worth and afforded the time you need to rest/recharge as the time you give to those who you help.

Sharing too much personal information

This may give clients/coworkers the wrong impression that you are a friend and that certain boundaries do not need to be respected.

Engaging in co-dependent relationships

Taking on additional tasks to help a client out is actually doing them a disservice- taking away their opportunity to learn a skill and increase their independence.



TAKE RESPONSIBILITY TO MOVE FORWARD & CREATE A SITUATION THAT YOU'RE PROUD OF!

You create/allow
your environment

You can change
your environment

You can learn and
practice how to say "no"

BOUNDARIES

EXPECTATIONS

WHAT?

Boundaries focus on **your** needs which are within **your** control & helps to create **your** identity.

Expectations focus on the behavior or action of **others** that cannot be controlled.

HOW?

1. List and prioritize your boundaries (be specific)
2. Practice saying them out loud to create muscle memory
3. Highlight when someone crosses a line in the moment
4. Forgive yourself if you make a mistake, take some time & try again

1. Understand your "why"
2. Use clear terms & avoid generalizations (people like clear parameters)
3. Provide context, but don't overexplain
4. Know your "audience": consider how others may interpret your words

WHY?

For you

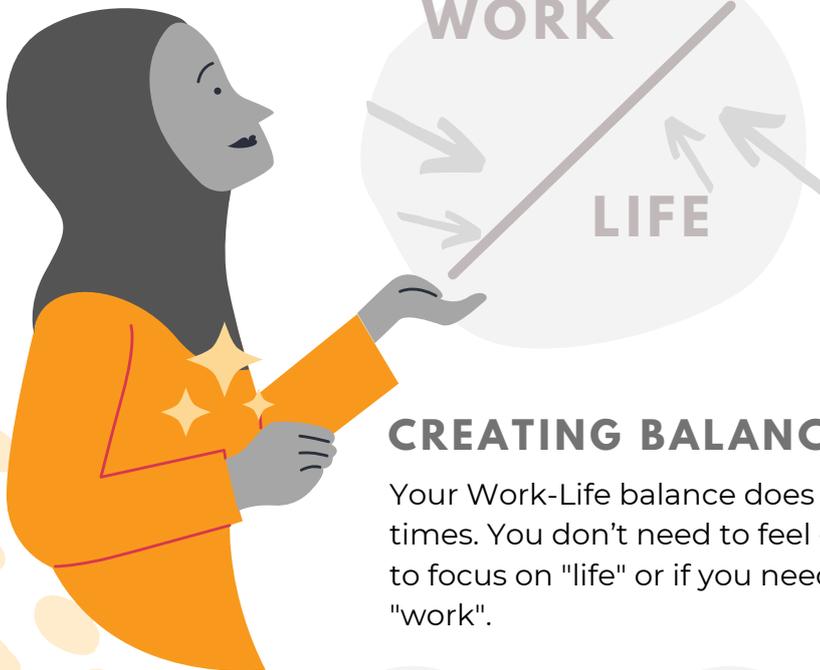
- Helps to protect yourself
 - Emotionally
 - Physically
 - In work and personal settings
- Defines how you would like to be treated by others

For coworkers/employers

- Helps them understand how you work best
- Creates opportunities for positive interactions
- Enhances communication

For clients

- Helps them understand the program and empowers them to maneuver the system more independently
- Prepares them for the future
- KEY DOCUMENT: CSS Client Charter



CREATING BALANCE

Your Work-Life balance does not have to be exactly even at all times. You don't need to feel guilty if you need to take time off to focus on "life" or if you need to spend an extra hour on "work".

The balance will not always be even

Create opportunities for flexibility

Makes changes as needed

Respect yourself & others