Boundaries between work and the rest of life

Deciding where work stops.

Name _____ Date _____

When work can reach you anywhere, at any time, it tends to fill all the available space. Boundaries are decisions you make in advance about where it ends.

Where work spills over now

- [ ] Long hours
- [ ] Calls at home
- [ ] Skipped breaks
- [ ] Evening emails
- [ ] Weekends
- [ ] Thinking about it

What that costs me and the people around me

My boundaries

Area	My rule	What makes it easier
Start and finish times		
Breaks and lunch		
Email and messages out of hours		
Days off and holidays		
Taking on extra work		

An end-of-day routine

- [ ] Write tomorrow's top three tasks
- [ ] Close everything down
- [ ] Say a phrase that marks the end: "That is it for today"
- [ ] Change clothes, walk, or do something that signals the switch

A conversation I need to have, and who with

Words I could use. For example: "I can do that by Thursday. If it is needed sooner, which of these should I put down?"

© 2026 Patrick O'Hare Therapy · patrickohareterapy.com
This handout supports your therapy. It does not replace professional advice.