Harmony Coaching Ltd.

A FREE REFLECTION GUIDE

THE BOUNDARIES RESET

A practical guide to saying no, protecting your time and making more room for what matters to you.

When you're always the one who keeps things going.

You might be someone people rely on. The person who remembers things, sorts things out, helps when needed and makes sure everyone else is okay. And perhaps you've become so used to saying yes that you don't always stop to ask whether something works for you.

Sometimes that's fine. But sometimes you reach the end of another week feeling frustrated, stretched or wondering why there's so little time left for yourself.

Boundaries aren't about becoming difficult or uncaring. They're about recognising what you can reasonably give, what matters to you and where you might need to make a different choice.

This guide will help you notice where your boundaries might need attention, explore what makes them difficult and practise a few simple ways to communicate what you need.

You don't have to change everything or start saying no to everyone. One small adjustment can be a useful place to begin.

Laureen

Step 1: Notice where things don't feel right.

Before changing anything, it helps to recognise the situations where you feel uncomfortable, frustrated or stretched. Think about your everyday life, your relationships, your commitments and the requests you receive.

1 **Where do I find myself saying yes when I'd rather say no?**

2 **What situations leave me feeling resentful, drained or frustrated?**

3 **Where am I giving more time or energy than I would like?**

4 **What would I like to have more space for in my life?**

You don't need to judge your answers. Simply notice which situations stand out and what they might be telling you.

Step 2: Understand what's getting in the way.

Sometimes saying no feels straightforward. Other times it brings up worries about disappointing people, creating conflict or not meeting expectations. You may have responsibilities that genuinely limit your choices. The aim isn't to ignore those realities. It's to understand what makes a particular boundary difficult for you.

1. **What am I worried might happen if I say no or ask for something different?**

2. **What expectations do I feel responsible for meeting?**

3. **Are there situations where I automatically put other people's needs ahead of my own?**

4. **What might help me feel more comfortable communicating what I need?**

Understanding what's making a boundary difficult can help you choose a response that feels realistic for your circumstances.

Step 3: Find words that work for you.

Boundaries don't always need a big conversation or a lengthy explanation. Sometimes a calm, clear sentence is enough. You can be respectful without agreeing to everything.

BOUNDARY PHRASES YOU CAN BORROW

- "I can't commit to that right now."
- "That doesn't work for me."
- "I need a little time to think before I answer."
- "I'm not available for that."
- "I can help with this part, but I can't take on all of it."
- "I need to keep some time free for myself this week."
- "Let me check what I've already committed to and come back to you."

MAKE IT YOUR OWN

1 **Which phrase feels most natural to me?**

2 **What situation could I use it in?**

3 **How could I change the wording so it sounds like something I'd actually say?**

You don't have to explain every decision or persuade someone to agree with your boundary. Clear and respectful communication is a good place to start.

Step 4: Choose one situation to approach differently.

Think back over what you've noticed in this guide. You don't need to change every relationship or commitment. Choose one manageable situation where you'd like to respond differently.

ONE SITUATION WHERE I WANT TO SET A CLEARER BOUNDARY

WHAT I WOULD LIKE TO SAY OR DO DIFFERENTLY

WHAT MIGHT MAKE THIS DIFFICULT AND HOW I COULD RESPOND

ONE SMALL BOUNDARY I WILL PRACTISE THIS WEEK

What would making this change give me more room for?

Setting boundaries can feel unfamiliar, especially if you're used to being available for everyone. You don't need to get it perfect. You can start with one small, thoughtful change and learn from what happens.

Making room for what matters.

Take a moment to recognise what you've discovered. Perhaps you've noticed a situation where you're taking on more than you want to. Perhaps you've recognised an expectation you'd like to reconsider. Or perhaps you've simply realised that your own time and priorities deserve attention too.

You don't need to make dramatic changes overnight. The important thing is beginning to make more conscious choices about what works for you.

1. **What have I realised about the boundaries I need?**

2. **What is one thing I want to remember as I move forward?**

WHAT COMES NEXT?

Sometimes noticing where your boundaries need attention is part of recognising that something in your life no longer feels quite right. But knowing what you don't want isn't always the same as knowing what you want instead. If you're starting to ask those questions, my free Clarity Quiz can help you explore what's keeping you stuck and what you might need next.

TAKE THE FREE CLARITY QUIZ

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