

Helen Luxford

How to guide

Setting Healthy Boundaries

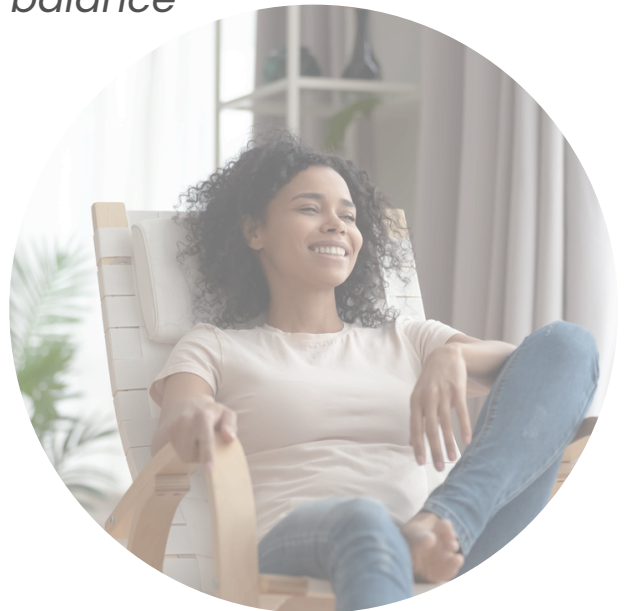


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*moving from juggling it all
and people pleasing
to self care and balance*



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Welcome 

to this “ how to guide ” on setting healthy boundaries.

Women are often influenced heavily by societal expectations and because of that we're taught, shown or modelled that we should 'fit in' or 'not make waves' etc, and as we grow, this means we may become people pleasers or we just may not know how to set healthy boundaries.

This just 'happens' in life - there is no-one to blame, we've been bought up by our parents or parent-like figures who were doing their best, based on their upbringing and what they knew at that time. And as children and in our formative years, we learnt to fit in and do as we were told.

But now we're adults and those old ways of complying to what others want or expect isn't serving us anymore, and in fact, it's hindering our ability to live a healthy and fulfilling life.

In fact, we may have even tried to set boundaries only to be scolded or put down for honouring our needs and attempting to do so by those closest to us.

Well, that ends now - you're in the right place to learn what boundaries are, why they're important and how to take your first steps to establish and set your healthy boundaries.

So thank you for honouring yourself and being brave enough to take the step of downloading this book.

Ready to go - let's get started.

The only people who get upset
about *you* setting
boundaries are the ones
who were benefiting
from you having none.

anonymous

Quiz

There are no right or wrong answers; simply respond with what first comes to mind and see what you discover along the way.

Q1 On a typical day, how often do you find yourself saying "yes" to additional tasks or responsibilities, even if it means a sacrifice for you?

- Rarely or Never A Occasionally B Frequently C Almost Always D

Q2 When was the last time you communicated your limits or said "NO" to a request, either at work or in your personal life?

- Recently A A few months ago B I can't remember C Rarely or never D

Q3 How often do you experience feelings of guilt or anxiety when considering setting boundaries, saying 'no' or letting someone know you don't want to do something?

- Rarely or Never A Occasionally B Frequently C Almost Always D

Q4 In your personal relationships, do you find it challenging to express your needs and desires for fear of upsetting others?

This can be partner, parental, sibling, friends - any personal relationships

- Rarely or Never A Occasionally B Frequently C Almost Always D

Q5 When was the last time you took a break or engaged in self-care without feeling guilty about it?

- Recently A A few months ago B I can't remember C Rarely or never D

Q6 How often do you feel overwhelmed by the number of commitments on your plate?

- Rarely or Never A Occasionally B Frequently C Almost Always D

Q7 Do you often find yourself saying "yes" to social invitations or events, even when you know you don't want to or even when you would prefer to rest or spend time alone?

- Rarely or Never A Occasionally B Frequently C Almost Always D

Q8 When was the last time you renegotiated or adjusted your workload or responsibilities to give yourself more time/room, or to align more with your personal boundaries?

- Recently A A few months ago B I can't remember C Rarely or never D

Q9 How often do you prioritise your the needs of others over your own, even when it negatively impacts your well-being

- Rarely or Never A Occasionally B Frequently C Almost Always D

Q10 Reflecting on your overall stress levels, do you believe that establishing and enforcing clearer boundaries could positively impact your life, your mental & emotional well-being?

- Rarely or Never A Occasionally B Frequently C Almost Always D

QUIZ SCORING

Add up the number of A's, B's, C's and D's to find your score.

A's: ____

B's: ____

C's: ____

D's: ____

What's your highest score?

Mostly A's – Clear Boundaries:

Congratulations! You can set clear boundaries. Your responses indicate that you have a strong sense of self, understand your limits, and prioritise your well-being. Having clear boundaries means expressing your needs, saying "no" when necessary, and maintaining a healthy balance between personal and professional life. This is crucial because it safeguards your mental health, preserves your time and energy, and fosters more fulfilling relationships. Your ability to set clear boundaries contributes significantly to a balanced and harmonious life.



Mostly B's – Awareness of Boundaries:

You demonstrate an awareness of the importance of boundaries, but there may be opportunities to enhance your assertiveness. Understanding where you stand in boundary-setting is a crucial step towards personal growth. Setting clearer boundaries helps in asserting your needs, maintaining balance, and fostering healthier relationships.



By consciously reviewing and understanding where your boundaries are and how they might have moved over time can further empower yourself, reduce stress, and ensure that your personal and professional life align with your values.

Mostly C's – Understanding Boundary Setting:

You are on your journey to understanding and developing a sense of boundary-setting, recognising its significance in life. Boundaries are vital as they protect your time, energy, and mental well-being. The pros include improved self-esteem, reduced stress, and healthier relationships. On the flip side, lacking boundaries may lead to burnout, resentment, and strained connections.

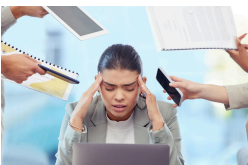


Looking forward, consider how setting clearer boundaries can positively impact your life.

Recognising and addressing this now can pave the way for a more balanced and fulfilling future.

Mostly D's – Keep moving forward to discover the importance of boundaries:

From your responses, it's apparent that setting boundaries may pose a significant challenge for you. This is not uncommon, and awareness is the first step, so well done for being here and downloading this book. Asking for help and seeking support is the next step. Boundaries are crucial for maintaining mental well-being, fostering self-respect, and establishing healthy relationships. Consider exploring what specific boundaries are important for you and where you might need help (keep going the rest of this book will help you with this).



A life coach can be a valuable resource in guiding you through this process, helping you identify, establish, and maintain boundaries that align with your values and goals. You don't have to navigate this journey alone, and seeking support is a courageous step towards personal growth and empowerment.

What are boundaries?

In life it's easy to see physical boundaries.

Think about it, there are signs and symbols everywhere.

"No Parking", "Stay off the Grass", "No Entry" as well as obvious physical statements such as fences, walls, hedges and in castles even moats!



Whilst they may differ in how they look and what the sign says or shows us, is that they all give the same message - this is where you stop and stay back - unless I invite you in.



Now this may be for many reasons. It might be because the owner wants privacy, or maybe because once you step foot on their property, they're legally responsible for what happens? And the same goes for you, your beliefs, values and personal space.



Those physical signs and boundaries mark a place where you know you're not welcome or meant to go (without being invited in).

The owners of those properties decide who they welcome in and who they don't.

And your mind and body are the same - it's just that we can't see the boundaries or read your mind to know what yours are. You see in the emotional, spiritual and unseen world (your mind), boundaries are just as important and real as they are in the physical world.

That is why it's important that you establish your boundaries and create your 'signs' to let people know who, what, where and how you're setting your boundaries.

If you think about it, it's a normal, natural part of life - knowing where the line is and whether you can cross it or not. And for you to create responses to let others know when they have crossed a boundary line of yours.

Your beliefs, values and what is important to you will help you understand your boundaries. They define you - they define who you are, what you're about and how to engage with you in a mutually healthy way.

They define what is you and what is not and they help others understand how to engage with you and their boundaries show you how to engage effectively with them

Tapping In - understanding boundaries

Healthy boundaries are all about understanding what's truly important to you and for you. But how often do you stop and think about what's OK for you—and what's not?

Brené Brown simplifies it: **boundaries are about what's OK and what's not OK.**

So, ask yourself this: **what's OK for you?**

When you know who you are and what you stand for, you gain the freedom to make choices that align with your true self.

But if you're unsure about your boundaries, how can you protect them?

Let's break it down:

Understand What Feels Right:

Think of a time when you felt frustrated or resentful.

Was it because you didn't set a boundary?

When you know what makes you feel good or drained, you can make choices that honour your well-being.

Take Responsibility for Your Space:

Imagine your personal boundaries as the doorway to your home.

You wouldn't let just anyone walk in unannounced, right?

Knowing your boundaries allows you to control who or what crosses that line.

Set Clear Limits:

Now, imagine guarding someone's yard but they didn't tell you where it begins or ends. How would you protect it?

How could you protect it, if you didn't know the boundaries of what you were guarding and what you weren't?

The same goes for your boundaries—without clear guidelines, others will walk all over or right through them, and you can end up feeling overwhelmed.

Often our upbringing, or past relationships, have meant that we didn't have or didn't honour our own boundaries because of familial or societal expectations.

It's not only OK to know and protect your boundaries—it's vital for your well-being and happiness. Setting boundaries is the key to honouring your needs, preserving your energy, and creating a life that aligns with what truly matters to you.

Now is the time to stop, understand and assess your boundaries and what's important to and for you.

Tapping In - understanding boundaries

Society often encourages us to put others' needs before our own, but understanding and setting your boundaries is crucial.

Recognising your limits allows you to protect your energy, prioritise your well-being, and create a life that aligns with what truly matters to you.

So, ask yourself: where do my boundaries start and end?

And begin to understand "What's OK for me?"

Understanding that, is the first step toward a healthier, more balanced life.

Identifying Your Boundaries

This activity has been designed to help you reflect on key areas of life where boundaries may need to be set and to recognise what's most important in each of those areas.

Step 1: Identify Key Areas for Boundaries

Start by reflecting on the main areas of your life where you may need boundaries.

It can be in any area of your life, below are some common categories:

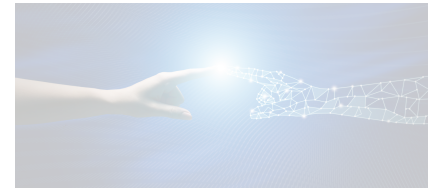
- Work/Professional Life
- Family
- Friendships/Social Life
- Romantic Relationships
- Personal Time/Self-Care
- Finances/Resources
- Physical Space (home/office)
- Spiritual / religious beliefs
-
-
-

Circle all of those that you have boundaries, or would like to set boundaries in, and add any others that you can think of.

A good way to identify where you may want to have boundaries is, in what areas of your life do you often feel drained, overwhelmed, or frustrated?

These are usually signals that a boundary may need to be set or held.

Getting to know the connection



Thinking about things in general, what specific things overwhelm you?

It might be simple things or complex things eg: meetings, cooking dinner, housework, finances, health, relationships - anything can cause overwhelm, we're just looking at what it is for you.

Record below, what's happening around you, what you're doing, what you're thinking etc when you notice it rising up and name the feelings you're feeling at those times.

Doing

Meetings at work

Getting kids ready for school

Looking after and doing things for my parents

Feeling

Some meetings I feel are a waste of my time
Project or team meetings energise me and I feel engaged and alive

Stressed, frustrated and guilty - stressed and frustrated because they take too long and I have to get to work,
Guilty, because I'm hurrying them up and grumping at them

Stressed, frustrated and guilty - stressed and frustrated because they take too long and I have to get to work,
Guilty, because I'm hurrying them up and grumping at them



TIP

Whilst completing the activities, take a deep breath, centre, and keep breathing deeply in and out

When we're anxious or stressed we shallow breathe, which can cause dry mouth fatigue and make you more anxious

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What's really important?

Make a list of the really important things that you need to do each day - not the things that others think are important, the things that actually are important eg: if you didn't get them done, they'd be consequences.



Sometimes we can feel overwhelmed by the sheer weight of other's expectations on us. And we can feel that we have to do it all, or we are 'less than'. If you've ever felt this way, you're not alone!

However, we don't have to do it all and in fact, there is no way that we could possibly do it all in one day!

So let's look at what is really important and prioritise those things.

Look at the **example below** and then on the next page, make your own list.

Check and respond to emails before kids get up
Make sure kids have homework in school bags
Make beds & put a load of washing on
Make a shopping list of what to buy for dinner
Drop kids at school
Drive to work
Work - prepare reports, attend meetings
Pick kids up from school
Take kids to after school activities
Rush home to cook dinner - !*#! forgot to go to the supermarket!!
Feed kids
Bath kids, read bedtime stories, put kids to bed
Eat my dinner
Check emails, respond to work stuff
Follow up on school activities, make payments, get costumes ready etc
Apply for that promotion / new job
Call Sally to check on how her medical tests went (haven't spoken to her for ages)
Pay overdue utilities bills (haven't had time to do this!)
Book in car for servicing
Make cake for kids to take to school fundraiser
Find time to read that book that's been sitting by my bed for 3 months
Reply to Jo's invitation to their engagement party
Book doctor's appointment
Check diary and arrange cover for kids whilst I'm away for work
Research new school for Billie
Book in dentist appointments
Book car service
Book gardener to mow grass (I don't have time)
Plan a dinner catch up with friends
Hang out washing

Wake kids, get breakfast ready, pack lunches
Make some time for "Me"
Find some space to slow down
Book in a catch up with my friends
Make time to sit with and talk to my partner
Call mum & dad to say Hi
Buy birthday present for Fred

Change and wash bed sheets
Change and wash towels
Sweep floors and vacuum
Do dishes, clean kitchen, feed cat/dog

This is just a list I've made up, but looking at all the things on this list every day, it's no wonder you'd feel overwhelm creeping in



What's really important?

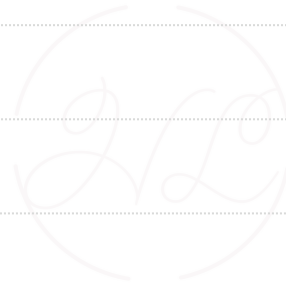
Make your own list below of the things that are IMPORTANT to YOU. Forget the societal expectations when creating this list.

eg: you may feel that you have to wash the towels every day or change the sheets every week, or iron the pillowcases and t-shirts, but let's face it, if the towels aren't washed every day and the sheets go a few days or another week, and things aren't ironed - it's not the end of the world. These societal expectations that have been embedded in us mean we're putting undue pressure on ourselves to live up to society or our parents, or others, standards or expectations.

*This is a common issue, that we are brought up in a certain way and our familial or societal expectations handed down to us in our beliefs and we 'believe' that we HAVE to do things the way they did - but you know what - **you don't!***

You can create new rules, rules that work for you and your current living situation. Yes, in an ideal world, you may want to do things the way you were raised, but in a busy world with competing demands, something has to give.

This activity is your opportunity to work out what works for you - there is no right or wrong, only what works for you in helping alleviate stress and overwhelm



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New lens - new view

How many things do you have in each area?

How many #1's?

How many #2's?

How many #3's?

How many #4's?



Looking at this breakdown, are they all in the right priority?
or do you want to change some?

Now that you've identified what things have to be done and prioritised them -
look at it now with this lens.

#1 - DO

Put them in your diary, calendar, make a note
- whatever system you use. **Prioritise** these things!



you might want to consider
adding in here time for you to
have breakfast / lunch / dinner!

#2 - DELEGATE

Do YOU have to do these things or can others help?

- at home, can you ask someone else to do some of these things
- at work, can you delegate and give someone an opportunity to learn or show you want they're capable of?

#3 - DEFER - Plan these things as they're probably not time sensitive (otherwise they'd be #1's)

Plan them into your schedule and while you're planning them, consider if
you can ask someone else to start these tasks for you, draft something,
gather information etc so you have less to do when you get to it?

#4 - DUMP! If these things are not urgent or important, consider if they should remain on your list.

**Ask yourself - if these things didn't get done, would there be any
consequences?** eg: can you delete it without it have any negative effect?

If these things do need to stay on the list, can you automate them,
or teach someone else how to do it so that you can ditch it form your list?

Identifying your boundaries ... continued

Step 2: Reflect on What's Important to You

Going back to page 6, for each area that you've identified on that page, write down what's most important to you about each area..

Consider your values, needs, and personal well-being that you've identified on previous pages.

Example prompts:

- o Work: "Is it important for me to have clear work-life balance?"
- o Family: "What personal space or time do I need to feel rested?"
- o Friendships: "How do I want my friends to show up for me, and what feels draining?"
- o Romantic Relationships: "What makes me feel supported and respected?"

Area:

What's Important about this boundary to and for Me?

- Work/Professional Life
- Family
- Friendships/Social Life
- Romantic Relationships
- Personal Time/Self-Care
- Finances/Resources
- Physical Space (home/office)
- Spiritual / religious beliefs
-
-
-



Identifying your boundaries ... continued

Step 3: Identify Specific Boundaries

Based on your reflections, start identifying specific boundaries for each area.

These should be clear, actionable limits that will help protect your well-being.

Example prompts:

“In my work life, I need to stop responding to emails after 7 PM.”

“In my personal time, I need at least 30 minutes of alone time each day to recharge.”

Area:	What's Important to Me?	Boundary that I will set
• Work/Professional Life
• Family
• Friendships/Social Life
• Romantic Relationships
• Personal Time/Self-Care
• Finances/Resources
• Physical Space (home/office)
• Spiritual / religious beliefs
•
•
•



Prioritise your boundaries

Step 4: Prioritise Your Boundaries

Now that you've identified several boundaries, choose **one or two*** that feel most urgent or important to start with.

Circle them, and commit to implementing these over the next week.

****note**, it is important that you only focus on ONE or TWO at a time
- work with the ONE main area in your life that you want to effect change
and stay focussed on that and build your skill in how to set and maintain
a boundary in that area.*

Once you and others get used to that boundary, then you can move on to the next one and so on.

The ONE boundary that I am going to work on is

.....

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and by setting this boundary I will feel

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Overhauling your thoughts

Overwhelm can creep in when we think and feel we have too many things to do.

So let's overhaul that thought process.

Take all of your #1's and break them down even further!!

Yes! That's right, I'm asking you to ADD things to your list.

Why? I hear you ask



Good question! You see our mind loves to 'tick things off'

- and it's so much easier to do 'one small step' at a time, rather than focussing on the "end result".

See the examples below:

EXAMPLE:

1. *Do Housework*

- 1.1 *make bed*
- 1.2 *sweep floors*
- 1.3 *mop floors*
- 1.4 *do laundry washing*
- 1.5 *change sheets on kids beds*
- 1.6 *clean toilets*

2. *Do Meal Plan for Week*

- 2.1 *write out meal plan / choose receipes*
- 2.2 *write shopping list*
- 2.3 *ask Partner to do grocery shop*
- 2.4 *get kids involved in meal prep*

3. *Do Board Report*

- 3.1 *Ask Brooke to pull last months report and update figures*
- 3.2 *Get Harper to draft contents for this months report*
- 3.3 *Review draft report*
- 3.4 *send final report to CEO for board meeting*



Can you see how breaking things down means we can do "a little bit" at a time and still feel a sense of accomplishment and that we're still moving towards our goals?

Your brain will relate to this 'task' approach because we need a sense of accomplishment, and by doing small steps you're achieving that.

It also helps you do 'something' rather than be stuck and not able to do anything because the final result is too daunting.

You might not have time to clean the whole house, but you could make the bed, or clean a toilet - still doing 'something'.

And by doing one small task at a time, taking one small step, means that you can look back tomorrow or next week and really notice what you've done - because you've broken it down into little steps - overhaul your thoughts and achieve your goals.

Breaking down tasks

TASKS

1. _____

1.1

1.2

1.3

1.4

1.5

1.6

2. _____

2.1

2.2

2.3

2.4

2.5

2.6

3. _____

3.1

3.2

3.3

3.4

3.5

3.6



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4. _____

4.1

4.2

4.3

4.4

4.5

4.6

5. _____

5.1

5.2

5.3

5.4

5.5

5.6

Gratitude and Gratefulness

Take a moment to reflect on today and this past week.

Write down three things you're grateful for today.

These could be anything—from something as simple as enjoying a quiet cup of coffee to receiving support from a friend.

Focus on moments or things that you might otherwise overlook in the busyness of your life.

Ask yourself:

- "What small joys brought me happiness today?"
- "Who or what made my day a little easier?"

1.



2.

3.

Celebrate Your Journey

Write down **two things** you accomplished this week—big or small.

They could be related to work, relationships, or personal growth (like setting a boundary or taking time for yourself).

Ask yourself:

- "What have I done recently that I'm proud of?"
- "How have I made progress, even if it feels small?"



1.

2.



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Taking a moment to reflect and celebrate your journey, the movement you've made, the wins you've had - no matter how big or small, builds confidence and encourages forward momentum.

It helps you recognise the progress you're making and reinforces the idea that life is a journey and allows you to acknowledge your path and the movement you've made and that you do make each and every day and helps you realise that success is built on small steps.

Thanks for downloading this guide.

If you'd like to explore more with me,
please book a free discovery call on my website
and click on the link below for more resources.


Click [here](#) for more

Keep an eye out on my socials for upcoming masterclasses

Thanks for being here, this is just beginning of your journey
to set healthy boundaries and learn how to exercise self-care and put your
needs first (or at least further up the ladder).

You can do it - I know you can.

Until we meet again, be bold and shine brightly.

Cheers to your next chapter!



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