



Setting Boundaries for Wellness at Work

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Faculty/Staff Assistance and Well-Being Services

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Faculty Staff Assistance and Well-Being Services (FSAWS)



- The staff of the FSAWS provides professional confidential counseling to all **university faculty, staff, retirees, and their household members** who may be experiencing difficulties that impact their lives.
- The FSAWS offers this benefit **free of charge** and includes **assessments, short-term counseling, crisis services and referrals** to appropriate resources.
- Additionally, **Work Group Services** can meet with supervisors as well as entire departments to develop and maintain a positive work environment.

Please call for appointments:
(217) 244-5312

For our Crisis Line call:
(217) 244-7739

<https://humanresources.illinois.edu/FSAWS/index.html>

- **Faculty/Staff Emergency Fund** is designed to bridge the gap when an employee's income is disrupted due to a crisis situation.
- **Well-Being Services** provides a wide array of life enhancement services and programs, including wellness programs and presentations on a variety of topics.





Objectives

- What are boundaries?
- Why do we need boundaries?
- Who do we establish boundaries with?
- How do we set boundaries?
- Strategies for maintaining boundaries
- Goals going forward

Understanding your Why



- What brought you to this field?
- What motivates you?
- How do you stay fresh?
- It starts with life balance





What are healthy boundaries?

- Boundaries can involve restrictions or “walls” in several areas of life – including physical, psychological, emotional, material, financial, and time related.
- Boundaries can be personal or professional and include others, ourselves, and tasks
 - [HelpGuide.org](https://www.helpguide.org)

Can you care too much?



- Stress
 - Work related stress is the response people may have when presented with work demands and pressures that are not matched to their knowledge and abilities and which challenge their ability to cope.

Source: World Health Organization

Feeling worn down?



- Compassion Fatigue

- Compassion fatigue is a term that describes the physical, emotional, and psychological impact of helping others – often through experiences of stress or trauma. Compassion fatigue is often mistaken for burnout, which is a cumulative sense of fatigue or dissatisfaction.

Source: WebMD

Symptoms of Compassion Fatigue

- Excessive blaming
- Bottled up emotions
- Isolation from others
- Receives unusual number of complaints from others
- Voices excessive complaints about work functions
- Poor self-care
- Sadness
- Preoccupied

Source: Mental Health America (MHA)





Feeling Toasty?

- Burnout
 - Burnout is a syndrome conceptualized as resulting from chronic workplace stress that has not been successfully managed. It is characterized by three dimensions:
 - Feelings of energy depletion or exhaustion
 - Increased mental distance from one's job, or feelings of negativism or cynicism related to one's job
 - Reduced professional efficacy

Source: World Health Organization/ICD-11





Why do we need boundaries?

- Encourages autonomy
- Reduces codependent habits
- Sets expectations
- Gives a sense of empowerment and self-respect
- Ensures comfort
- Clarifies responsibility
- Separates your wants, needs, thoughts, and feelings from those of others

- [HelpGuide.org](https://www.helpguide.org)

Benefits of Boundaries



- Better *LIFE* balance, not work/life balance
- Self-care
- Time to choose
- Autonomy
- Quality vs. Quantity
- Long-term vs. short-term



Reminders

- Still provide support and good customer service
- Ask questions
 - what have you tried so far?
 - who else might be able to help?
- You can still care even when you don't take it all home with you





Who do we set boundaries with?

- Self
- Others
- Tasks

Doorknob Mindfulness Activity

The premise is to ask yourself these mindful questions as you are walking out the door to be more present as you go towards something.

- [past] Am I leaving something unresolved, that will capture my attention or mood?
- [present] What are my needs before I transition? Would I benefit from a “re-set”?
- [near future] For the next task or meeting, whom do I aspire to be?
 - Who will I encounter in the next activity, and how do I stay true to my purpose despite any challenges there?

– Jeff Harris



Boundaries with Self:

Three Elements of Self-Compassion from Dr. Kristin Neff's work

1. Self-kindness vs. Self-judgment
2. Common humanity vs. Isolation
3. Mindfulness vs. Over-identification

Self-Compassion

Boundaries with others

- **Saying no to something or someone can be saying yes to something else**
- **Who are your customers?**
 - Students, HR, Deans, Departments, E-mail, Meetings, Phone Calls, Paperwork...
- **Who can you refer out and where?**
 - Keep updated on your resources the campus offers, including one another
- **What about *SELF* as a customer?**



Boundaries with Tasks: Urgent vs. Important



Eisenhower Matrix

[Name / Logo]

"What is important is seldom urgent and what is urgent is seldom important."

— Dwight D. Eisenhower

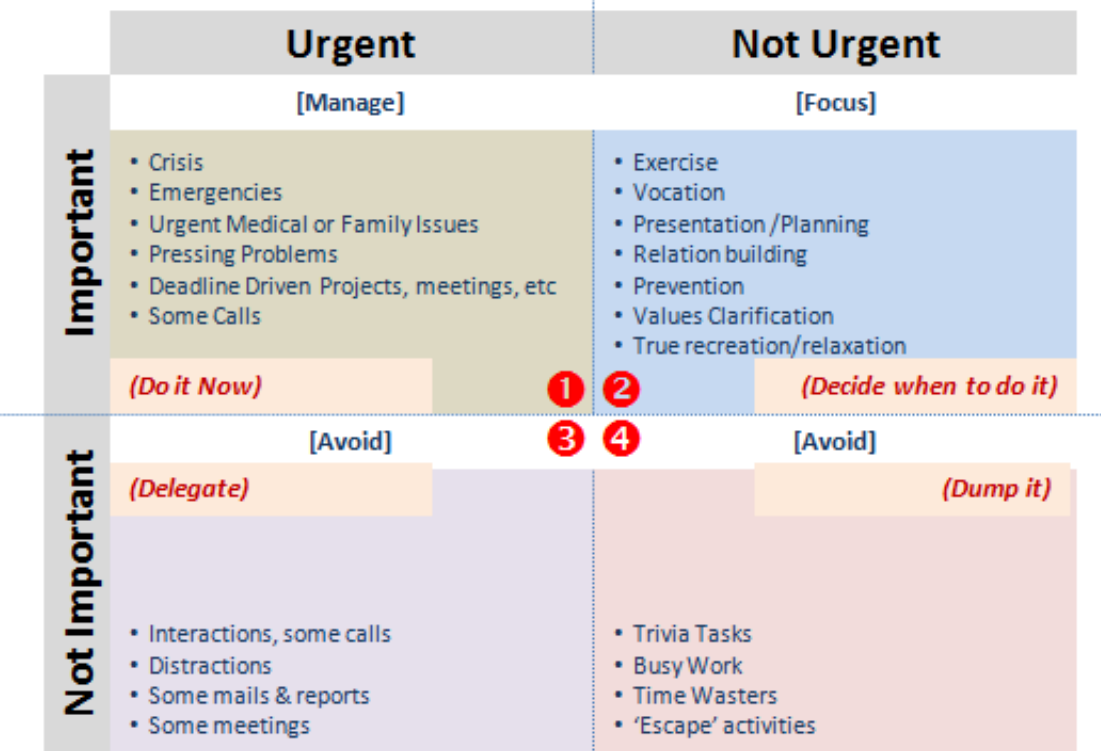
[Topic, Title, or Goal]

		URGENT	NOT URGENT	
I M P O R T A N T	<input checked="" type="checkbox"/> DO immediately	<ul style="list-style-type: none"> Example Task <input checked="" type="checkbox"/> Example Completed Task <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	
	<input type="checkbox"/> PLAN and prioritize			
	N O T I M P O R T A N T	<input type="checkbox"/> DELEGATE for completion		
		<input type="checkbox"/> DELETE these tasks		
		<input type="checkbox"/>		
		<input type="checkbox"/>		
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<https://www.vertex42.com/ExcelTemplates/eisenhower-matrix.html>

Eisenhower Matrix Template © 2023 by Vertex42.com

Covey's Time Management Matrix





How do we set boundaries?

- Self-Awareness
 - What are your current boundaries
 - What is lacking
- Establish new lines
 - Reminders needed to maintain boundaries
- Be assertive



Strategy





Daily Activities to help maintain boundaries

- Mindfulness
- Grounding Exercises
- Check-in system
- Self-care
 - Regular moments for you...even during work
- Time management
 - What if the project you are currently working on is the most important one?
- Self-awareness as a tool

Closing Activity

Take the next 10 minutes to reflect on next steps

- What will help you going forward?
- Other Considerations
 - Sustainable
 - Intentionally
 - Tangible





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