

Boundaries

CHEAT SHEET

Boundaries help you stay aligned with your values, protect your time, avoid resentment, and ensure quality work. Here are some common questions and issues and proven language to help you tactfully and politely hold your boundaries with clients.

1 Can I pick your brain?

Can you share your goal for connecting so we can protect our time?
If in alignment with your services, agree. If not, refer.

2 Add-ons

This is outside the scope of our agreement. Would you like me to prepare a modified scope for you to review?

3 Discount or Free Services

I provide a limited number of discounted and pro bono services each year and I have already made my commitment for the year. Would you like to continue discussing this project or modify the scope to meet your budget?

4 Missed Deadlines

Please let me know when you can have the requested information to me and I'll let you know our updated timeline and deliverables. Note that the original deliverables cannot be guaranteed due to the missed deadline.

5 Cherry Pick Proposal

To guarantee outcomes for your project, I follow a proven process that I know will deliver results. This means I don't provide partial or a la carte services.

6 Pause Work

I understand your need to pause this work together. You will continue receiving invoices from me based on our agreed-upon schedule. When you are ready to resume work, please provide 2 weeks advance notice.



Boundaries 101 & Tips

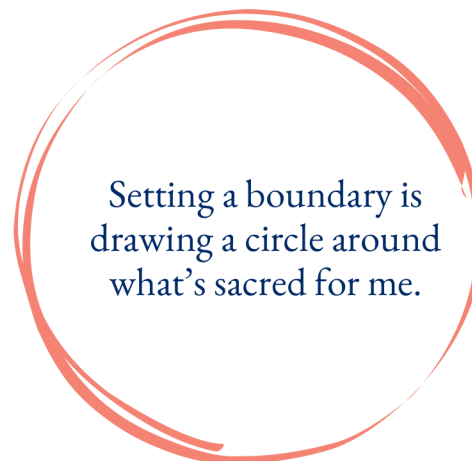
What is a boundary?

Making Clear what's OK and Not OK
- Brené Brown

boundary noun

bound·ary 'baʊn-d(ə-)rē

something that indicates or fixes a limit or extent



1 Know yourself

What gives and takes energy? What do you need to protect to do your best work and show up as your best self for your clients, employer, and family?

2 Define your values

If you aren't clear on your values and the behaviors that align with your values, you can't work to stay aligned to them.

3 Check your beliefs

Are there stories driving your resistance to setting a boundary? Surface and name these beliefs, then fact-check them.

4 Articulate your boundaries

Articulate your boundaries, and then connect them to your goals. Do you want to build trust in your relationship? What boundaries will help you do this?

