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To: [Faculty](#); [Staff](#); [Adjunct](#)
Subject: Boundaries at Work
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Good morning and happy Monday team!

I hope you all had a great holiday break and are excited for the new year. The last motivational Monday discussed boundaries with people in our personal lives. Boundaries are also important for people in our work lives. Boundaries can help resolve many work-related problems, as well as how they can help us to be happier and more fulfilled at the work that we do.

Here are a few of the problems that can occur in the workplace:

1. **Misplaced Priorities**
 - We need to realize how much time and energy we have and **manage our work accordingly**. Effective workers do two things: they strive to do excellent work, and they spend their time on the most important things.
 - Work will grow to fill the time you set aside for it. Realize your limits, and make sure you do not allow work to control your life. **Having limits will force you to prioritize.**
2. **Difficult coworkers**
 - **You only have the power to change yourself.** You can't change another person. To see another person as the problem to be fixed is to give that person power over you and your well-being. The real problem lies in how you are relating to the problem person. You are the one in pain, and only you have the power to fix it.
 - There is relief in the thought that you have **no control over another person**, and then must focus on changing your reactions to that person. The idea is life changing, the beginning of true self-control.
3. **Critical Attitudes**
 - Some people internalize the criticism and get down on themselves. Allow critical people to be who they are but **keep yourself separate from them and do not internalize their opinion**. Make sure you have a more accurate appraisal of yourself, and then disagree internally.
 - **Avoid trying to gain the approval of this sort of person.** It will never work, and you will only feel controlled. Avoid getting in arguments. You will never win. Don't get sucked into the game.
4. **Working too much overtime**
 - Set boundaries on your work. Decide how much overtime you are willing to do.
 - Make a list of the tasks you need to complete in the next day, week, or month.
 - Whatever you do, remember that **your job overload is your responsibility**. If your job is overwhelming, do something about it. Own the problem.
5. **Taking work-related stress home**
 - Make sure you understand work issues and face them directly so that work does not emotionally control your life. Find out why a certain coworker can get to you, or why your boss is able to control the rest of your life. Find out why your successes or failures on the job can bring you up or down. These important character issues need to be worked through. Otherwise, the job will own you.
 - **Put limits on special projects that are going to take more time than usual**, and make sure overtime does not become a pattern.

Finding the kind of work that fits your strengths and passions involves taking risks. First you need to

firmly establish your identity, separating yourself from those you are attached to and following your desires. You must take ownership of how you feel, how you think, and what you want. You must assess your talents and limitations.

“You best teach others about healthy boundaries by enforcing yours.”

- Bryant McGill

Peace,
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