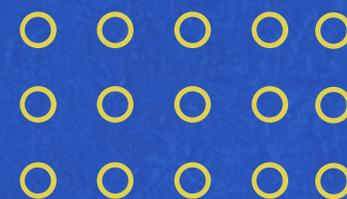




@Lesley Butchard  
Executive Coach



***The most overlooked leadership skill? It's not vision or decision-making...***

***It's knowing when and how to say 'no'...***

Strategic boundary-setting can transform your leadership, and reduce stress

***5 types of boundaries you didn't know you needed***



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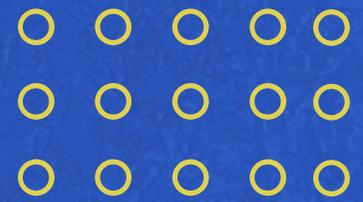
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# 1 | The hours you work.

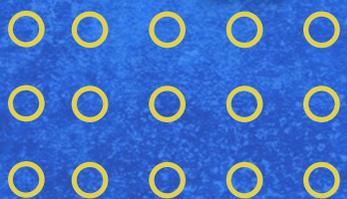
The hours you put in ≠ hours worked.

Emails til 11.00 PM might feel worthy, but it's turning your brain to mulch. The 'Law of Diminishing Returns' Applies.

Our brains are designed to work best when we stop. And rest.

## Action:

- ✓ Set your work hours, and stick to them.
- ✓ Start with a small change and build it up.
- ✓ Resist email checking unnecessarily.



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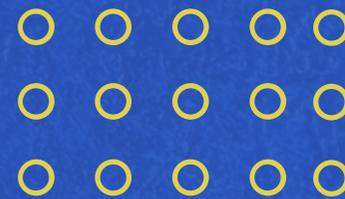
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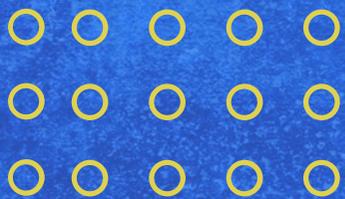


# 2 | The behaviour you tolerate

Regular criticism or belittling comments? It chips away at your sense of self worth. It may feel tricky to tackle, especially if it's your boss.

## Action:

✓ Be clear on what you won't tolerate, plan a couple of different approaches to tackling it.



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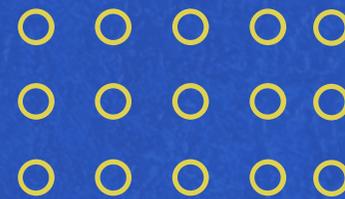
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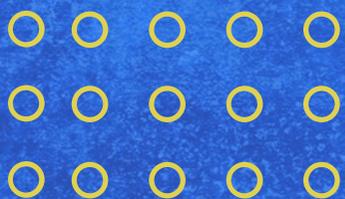


# 3 | No physical and mental split

Work always covering the kitchen table?  
It makes it harder to switch off. Your home's not the Company's rent-free office.  
Physical declutter = mental declutter

## Action:

- ✓ Mentally separate the wheat from the chaff:
- ✓ Have a designated work area.
- ✓ Put things away, so you can't see them.



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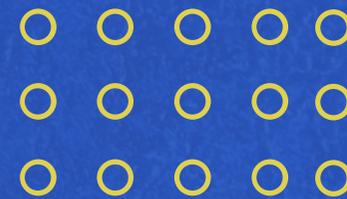
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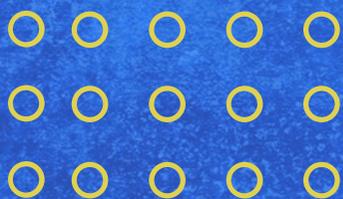


# 4 | Your work relationships

You've heard 'be friendly not friends?'  
This is why: it's harder to tackle problem behaviour.  
It's easier to let small things slide.  
It's fabulous to make lasting friendships through work. Also rare.

## Action:

- Keep colleagues as colleagues.



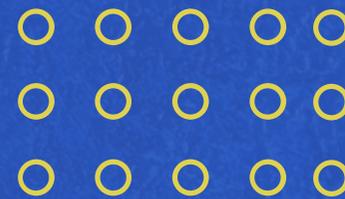
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# 5 | Energy drainers... 😬

Those meetings... "an hour of my life I won't get back".

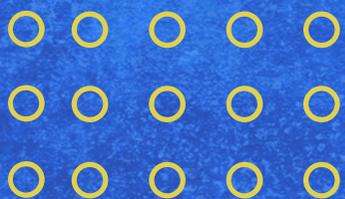
cc'd into endless 'cover my a\*se' emails.

Scope creep of work, that's really someone else's...

Development opportunities are one thing, other people's monkey's are another.

## Action:

✓ Protect your time unapologetically.

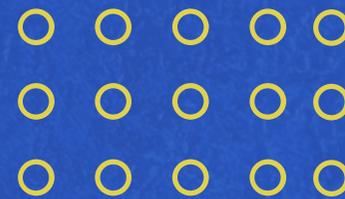


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