

The Boundary-Setting Script Card

Setting boundaries is not saying no. It's saying "here's how I work best."

1. When everything is marked urgent

"I want to make sure I'm prioritizing the right things. Can you help me understand which of these needs to be completed first? That way I can deliver the highest-priority item with the quality you expect."

2. When you're voluntold for something

"I appreciate being considered. Before I commit, I want to be transparent about my current workload so we can make sure I can give this the attention it deserves. Can we look at timing together?"

3. When after-hours requests become the norm

"I want to make sure I'm supporting you effectively during work hours so that after-hours requests are the exception, not the routine. Can we look at how I can adjust my workflow to get ahead of these?"

Protecting your capacity is not selfish. It's strategic.

Your Impact is Real. Your Voice Matters. You Are Somebody.



Mia M. Lane
YOU ARE SOMEBODY