

GRACE STEVENS



HOW TO SET BOUNDARIES LIKE A BOSS *for TEACHERS*



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Welcome!

Welcome to the Set Boundaries Like a Boss for Teachers Workbook. I am so excited that you have chosen to embark on this life-changing journey with me!

The simple exercises in this Workbook will help you get the most out of the Video Series Masterclass. They will help you gain clarity on where you are stuck with setting boundaries and prioritizing opportunities for growth.

Teaching may be a beautiful part of your life, but it shouldn't be your WHOLE life. Let me coach you with setting appropriate boundaries so that you have the TIME & ENERGY to focus on ALL of the things and people you love...EVEN ON A SCHOOL NIGHT!

Let's get started!



Grace

BOUNDARIES MASTERCLASS ROADMAP



01 INTRO & MINDSET

Explore why we don't set boundaries. Complete "baseline" exercises

02 BOUNDARIES ON YOUR TIME

Gain confidence in declining requests professionally & limiting how many hours you work

03 BOUNDARIES ON YOUR SPACE

Minimize the school/home "bleed" to be present with those you love

04 BOUNDARIES WITH TOXIC PEOPLE

Learn how to protect your peace and your energy

PRO TIP

Be patient with yourself as you learn this information and practice new skills. Judging yourself negatively because you are not comfortable with setting boundaries is neither productive nor loving. Be mindful of your self talk :)



Boundaries Inventory

Let's begin with identifying your comfort level with setting boundaries.



1. I hesitate to advocate for my needs and preferences in my primary relationships (spouse, parents, friends) _____
2. I often agree to things I'm not interested in to avoid conflict _____
3. I work beyond my contract hours most days _____
4. I work through my lunch break _____
5. I spend my prep period helping others or falling prey to "unscheduled interruptions" _____
6. I agree to extra duties and committees that I am not interested in _____
7. I am uncomfortable declining requests from my direct supervisor _____
8. I am uncomfortable declining requests from my co-workers _____
9. I find myself having meetings with parents at times that are not convenient for me _____
10. I take work home and check emails at night and on weekends _____

Boundaries Inventory

Let's begin with identifying your comfort level with setting boundaries.



- 11. I feel I will be negatively judged if I take on less "extra" duties _____
- 12. I remain in conversations with co-workers that make me uncomfortable (gossip or meanness) _____
- 13. I feel responsible for the feelings of others _____
- 14. I feel I need to fix problems for people who bring them to me _____
- 15. I feel resentful that other people rarely put my needs first _____
- 16. I often avoid asking for help for fear of being perceived as "needy" _____
- 17. I tend to overshare personal information with co-workers _____
- 18. I feel overextended and stressed with my work load _____
- 19. I don't feel I spend enough time on my hobbies or with my family/friends _____
- 20. Students would be negatively impacted if I said "no" more (I'm the only one who can do these things) _____

Boundaries Inventory

How did you do?

Score 0 - 10

BOUNDARY SETTING ROCK STAR! YOU GOT THIS!

Enjoy the videos and see if there are any tiny areas you can tweak to ensure you maintain your boundaries when things get stressful or new "players" come into your life.

Score 10 - 25

ON YOUR WAY TO MASTERY!

You are more comfortable setting boundaries in some areas of your life than others. You will gain personal insight and practical strategies from this Masterclass to help you level up your boundary setting game.

Score 25 - 40

HUGE GROWTH POTENTIAL! I GOT YOU!

I'm so glad you're here! You will learn so much in this video series. You will gain clarity on the areas you can focus on for maximum growth. You will be amazed how much the quality of your life will improve when you gain the skills and confidence to set appropriate boundaries.

Boundaries Reflection

Let's use a tool called a SWOT Analysis to help reflect/strategize

Strengths

Where do you currently have the best success setting boundaries?
What skills do you have that will contribute to your progress?

Threats

What could stop you making progress in setting boundaries?

Weaknesses

Which areas do you have less success and confidence in when it comes to setting boundaries?

SWOT Analysis

Opportunities

Where can you get some "quick wins?"
Which areas in your life will benefit most from you setting better boundaries?

Write out your answers in depth on the next page

Boundaries Reflection

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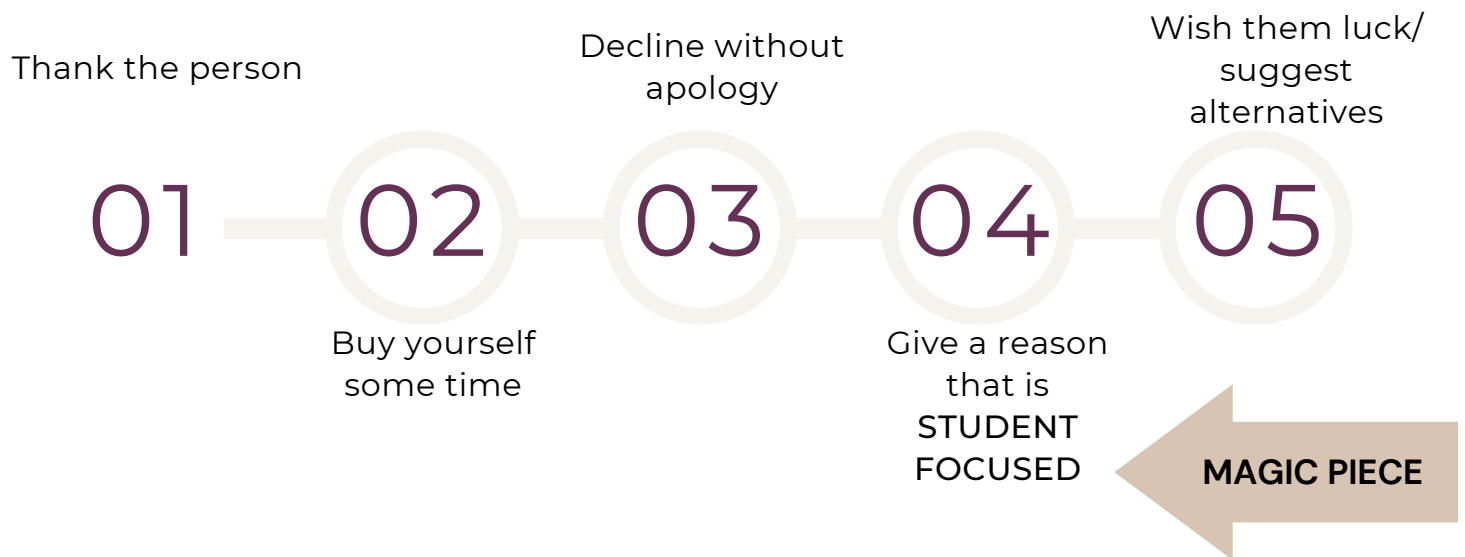
Extra Duties Inventory

Make a list of all of the “extra” duties that you are currently involved in that go above and beyond your contractual obligations. For each one answer the questions. This should give you a “snap shot” of your current commitments.

Type of Commitment	Stipend Y/N Amount	Scale 1-10 of your PASSION for this	Committed through the end of the year? Y/N

Take a realistic look at this snapshot. Be honest about whether the committees and activities add joy and satisfaction to your life or leave you feeling depleted and resentful.

Declining "Professionally"



01 *"Thank you for thinking of me."*

02 *"Let me give the matter some thought and get back to you."*

03 *"I am unable to take on this extra duty/committee at this time."*

04 *"As this year is a new grade assignment for me, I need to put all of my extra time and energy into understanding the curriculum to best meet the needs of my students."*

05 *"Best of luck with the committee/event."*

Yes/No Framework

By saying YES to this:

- 1.
- 2.
- 3.
- 4.



I'm saying NO to this:

- 1.
- 2.
- 3.
- 4.

By saying NO to this:

- 1.
- 2.
- 3.
- 4.



I'm saying YES to this:

- 1.
- 2.
- 3.
- 4.

Let's Make a Plan

Set yourself up for success next school year by being intentional about the boundaries you set on time, people and space. There will probably be times in the school year that you need to be flexible on these (conferences, report cards, sports season...you know all the things) but having a PREDETERMINED PLAN will help.



I will work the following hours (most days)



I will stay late one night a week until no later than



I will respond to emails only during the following times



I will meet or have lunch with my teammates on the following days



I will protect my planning/prep period by

Let's Make a Plan



I will avoid sharing any personal information with students and parents by using the following Communication Management App



I will have the following "Closing Ritual" to maintain separation between school and home



Other boundaries I will enforce this year

Boundaries with People



What are some things I can say to colleagues interrupting my planning time?



What are some things I can say when people are gossiping, making inappropriate comments or being unkind about others?

Who Are Your
Battery Chargers ?



Who Are Your
Battery Drainers ?



**Givers need to
set limits,
because takers
never do.**



*I can "hold space" for
others without getting
emotionally involved.*

**I set
boundaries
not to offend
you, but to
respect me.**

"Daring to set
boundaries is about
having the courage to
love ourselves, even
when we risk
disappointing others"

Brene Brown

*"No is a complete
sentence."*

Anne Lamott

*You teach people how
to treat you by what
you allow. Setting
boundaries is your
responsibility*

**"When you say yes
to others, make
sure you are not
saying no to
yourself"**

Paolo Coelho



*Letting go of toxic
relationships is the first
step to true self love*

**Boundaries
are limits I
set for myself.
They are
about MY
choices.**

"When we fail to set
boundaries and hold
others accountable,
we feel used and
mistreated."

Brene Brown

*Taking your own
needs into account
isn't failing to meet
the standard - it's
setting a higher one*



**People Pleasing
DOES NOT
equal
Worthiness**

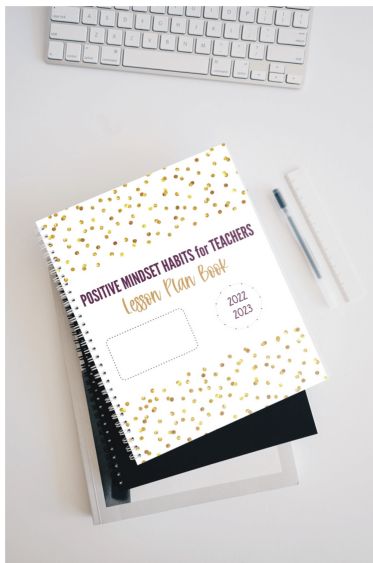


What's Next?

Setting healthy boundaries is only ONE of the Positive Mindset Habits for Teachers that I teach. Interested in more support?



Read the Books
Available on Amazon.com and
GraceStevens.com



Get the Lesson Plan Book
Printable & Google Slides Version
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