

# WELLBEING SERIES

Event Resource

## Setting Home/Work Boundaries

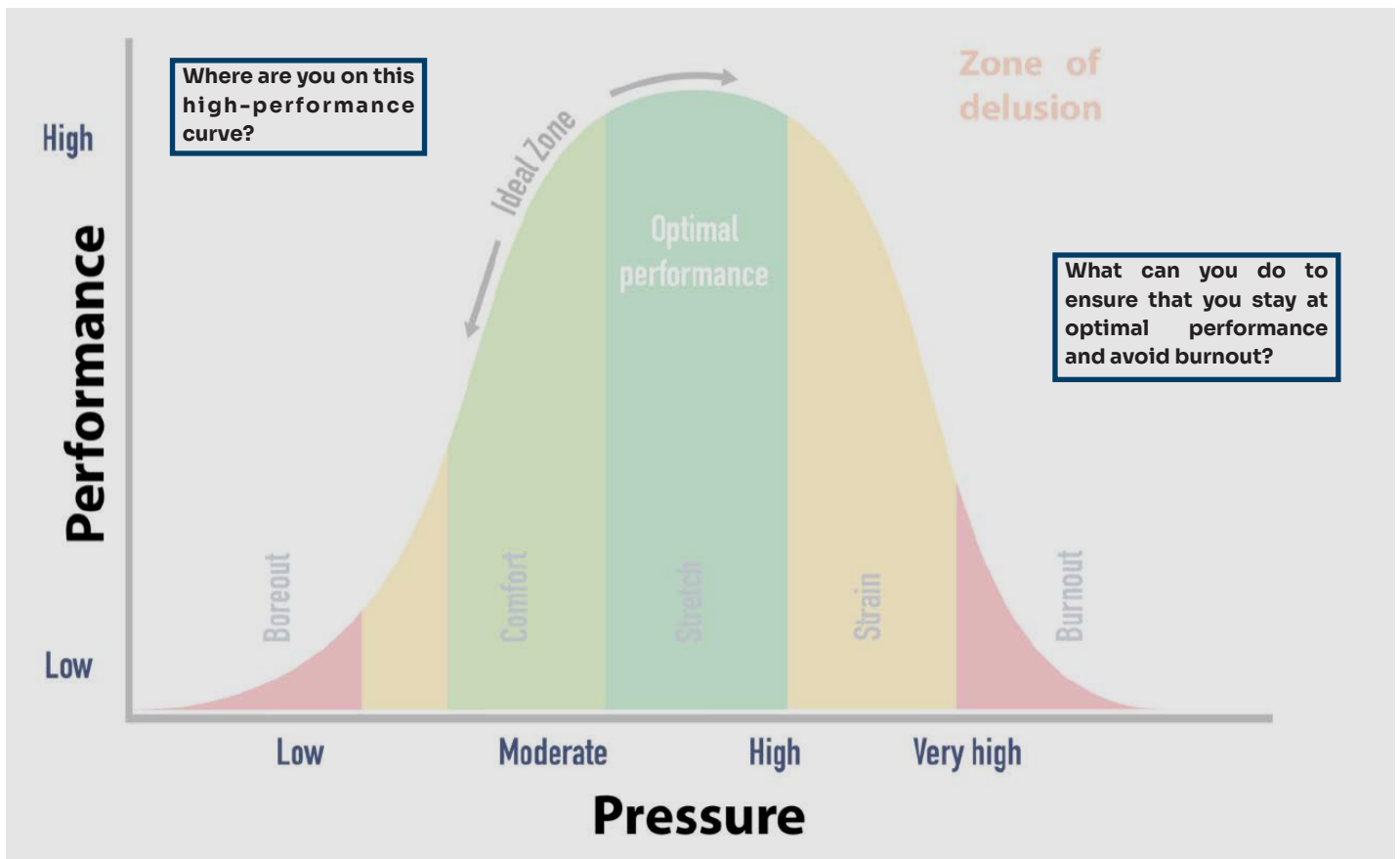
Presented by **Palma Michel**, a transformational executive coach and mindful leadership advisor

ELFA recently hosted an interactive webinar in collaboration with Palma Michel on how to set conscious boundaries between work and home for high performance and happiness, offered as part of our Wellbeing Series. The webinar explored setting routines, avoiding multitasking, taking effective breaks and understanding drama triangles, and invited participants to create a “Radical Responsibility Toolkit”.

In this Event Resource, we have summarised key takeaways from the webinar for members to incorporate into their routines to create healthier boundaries between work and home.

### Key Takeaways

#### High performance curve:



#### Tips for Setting Boundaries:

1. Have a dedicated workspace
2. Declutter your digital workspace
3. Stick to a routine
4. Work in chunks and take breaks
5. Block time for scheduled personal activities

#### **Reminder: everybody is different!**

Our body clocks are different, some work best during the evenings, others in the morning.

#### Meetings:

Ask yourself – is every meeting worth attending? Are you required at every meeting?

**Useful tip:** if you find a meeting useless, ask yourself how you can contribute to making it a better meeting.

## Routines:

Going on our phones in the mornings/during breaks and checking emails/news/social media can bring dread – humans instinctively look for negative news. It also wires the brain for distraction (it will be harder to focus for the rest of the day) and depletes mental energy.

Check whether you are holding your breath instinctively when looking at our phones (tech apnea) – this is a good cue to assess whether we are feeling dread or anxiety.

## Tips for setting better routines:

- Starting the day with meditation or yoga
- If you struggle to find time, try having one reminder you can definitely commit to
- Working on your inner critic and learning how to rewire your brain through meditation or work with a coach

## Multitasking:

Studies from Harvard, LSE and other leading universities found that multitaskers are generally less efficient.

They are more likely to make mistakes, take longer for everything they do and miss important cues and information. They also cannot access flow where productivity increases significantly.

Instead of multitasking, undertake one task for 15 minutes

Some technological helpers to stop multitasking include:

- [Freedom.to](#)
- [Nanny for Google](#)
- [StayFocusd](#)
- [Freedom](#)

**Having two extremes of a full day of work vs. a day of free time is unhealthy – use the high-performance curve and be aware of your warning signs.**

## Taking breaks:

Our brain uses glucose for attention and focus and the more it gets bombarded with information the more this resource is used up.

Without taking a proper break – you'll feel less rested.

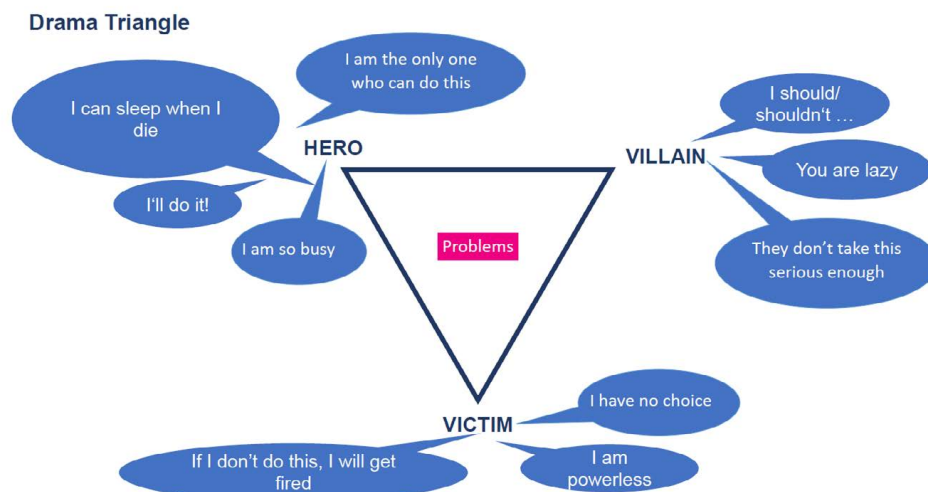
Even if it's 15 minutes, try and have some alone time when taking lunch breaks – don't check social media/surf the web during breaks as it further depletes your mental energy.

## The Impact of the Drama Triangle on Burnout:

Reflect on the roles you are playing in relationships with your boss, peers, and family. We usually play different roles but tend to have a favourite one.

These behaviours come from deep rooted fears and unconscious responses to stress which can lead to burnout over the long term.

- **Hero role:** Tendency of workaholics who are people pleasers and think "I take pride in my job". They disempower others by not delegating (only I can do this), don't set boundaries and are most prone to burnout. Heroes usually have a hard time in setting boundaries as they are afraid that they won't be liked if they say no. They have a deep need for approval and recognition and then to avoid conflict. While saying "yes" to others, they often say "no" to themselves until they experience burnout.
- **Villain role:** Criticises self (inner critic) or others and comes with thoughts like "I should/shouldn't" and arises with feelings of shame, guilt. Alternatively it blames others and creates victims in the process.
- **Victim role:** Comes with thoughts like "I have no choice", "if I don't do this I will get fired"





## Radical Responsibility Toolkit:

Looking at your current situation and setting boundaries, how can you move into taking charge of your situation?

- How am I creating what is occurring right now?
- How am I creating my response to what is occurring right now?
- How do I keep things going?
- What do I intend to create instead?
- How am I going to take first steps?

**Partner up:** Ask a friend or colleague to be your “accountability buddy” to remind you to take breaks and avoid overworking

---

**If you would like to reach out to Palma about any further wellbeing support for your own firm, please contact ELFA’s Wellbeing Consultant Jen Christie on 07970 786101 or [jen@rise-well.co.uk](mailto:jen@rise-well.co.uk)**

---

## Appendix of Resources:

### Drama Triangle

Videos:

[The Drama Triangle](#)

[An Introduction to the Drama Triangle](#)

Podcast interview:

[Diana Chapman — How to Get Unstuck, Do “The Work,” Take Radical Responsibility, and Reduce Drama in Your Life](#)

(From The Tim Ferriss Show)

### Self-compassion/working with guilt or the inner critic

[Self-Compassion by Dr. Kristin Neff](#)

[The Foundations of Mindfulness: Non-Judgment with Palma Michel](#)

[Flexing Self-Forgiveness with Palma Michel](#)

[Cultivate Self Kindness with Palma Michel](#)

[Befriending Your Inner Critic with Palma Michel](#)