

Paralegal Division
Ethics CLE
January 8, 2022

BOUNDARIES

The Importance of Boundaries

Self Care

Family Care

Respect

Establish Basic Guidelines

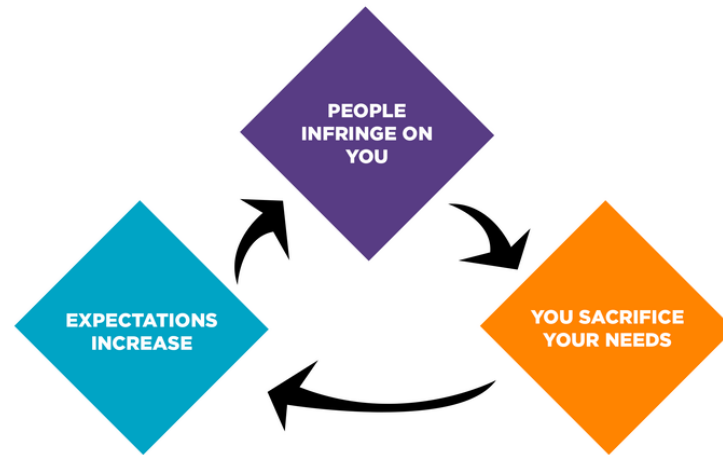
Allow for Focus

Improves Productivity

Manage Expectations

The Importance of Boundaries

THE VICIOUS CYCLE OF UNHEALTHY WORK BOUNDARIES



Self Care

The Importance of Boundaries

Be mindful of your own needs.

Is individualistic

Promotes community care

Signs of Stress

The Importance of Boundaries

Anxious/ worried/ overwhelmed

Irritable/short tempered

Unable to concentrate

Trouble remembering things

Trouble getting work done

Trouble relaxing

Family Care

The Importance of Boundaries

Family provides love, support, and a framework of values.

Foundation for all other interactions

SHOW your respect

Respect

The Importance of Boundaries



Four Elements of Respect – © Mediation4 Ltd 2020

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The Importance of Boundaries

How to Set Boundaries

Assess your personal boundaries

Know your limits

Pay attention to your feelings

Give your self permission

COMMUNICATE

Create Clear Structures

Establish your reputation

Delegate

Say **NO**

The Importance of Boundaries

How to Enforce Boundaries

Find your voice

Build the skill of saying NO

Set the expectation up front/plan ahead

Dealing with Passive-Aggressiveness