# Creating Work-Life Boundaries

Work often intrudes on personal time, which can make it feel like the workday never truly ends. This can lead to exhaustion and burnout. **Work-life boundaries** keep your work and personal lives separate so you can shed your work persona, engage more in your personal life, rest, and recharge.

## Wind down.

Tying up loose ends just before the end of your workday prepares you to set a firm boundary.

*Tidy up your work area.*

*Write down tomorrow's tasks.*

*Silence work notifications on your phone.*

## Set an intention.

Making a *conscious* decision to set a firm boundary increases the chances of follow-through. It also helps to pair your intention with a small, meaningful activity.

*Find a landmark you see every day on your way home from work. As you pass it, say to yourself, "From this moment on, I'm leaving work behind."*

*Choose a container and put it by your front door. When you get home, drop in your keys and any work items, and tell yourself, "I'm done with work until tomorrow!"*

*When you finish work, splash some cold water on your face. Say to yourself, "Goodbye, work!" and imagine rinsing away your work worries.*

## Modify your environment.

Your environment can make or break a work-life boundary. Making your personal space look and feel distinct from your workspace is critical.

*Change into comfortable clothes.*

*Use relaxing or invigorating lighting, scents, and music.*

*If you work from home, close off your workspace with partitions.*

## Change your behavior.

Doing a non-work activity lets you step into another role and creates distance from work thoughts. Aim for an activity that helps you relax, recharge, and get into a different mindset.

*After work, it's tempting to zone out on your phone or in front of the TV. Indulge in this for 15 minutes, then get up and do something more enriching.*

*Immerse yourself in an activity distinct from your work, like playing with a pet, taking a walk, or visiting with a friend.*

*When work thoughts pop up, gently turn your attention away from them and refocus on the activity you're doing.*



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