

TOPIC: SETTING PERSONAL BOUNDARIES

Potential Signs of NOT Setting Personal Boundaries

- Feeling afraid to say “no”
- Saying “yes” to EVERYTHING

Impact on Your Work

- Taking on too much
- Not having the bandwidth to follow through
- Procrastination
- Strained relationships

Four Ways to Help Yourself

1. Know your values and what’s important to you
2. Know your boundaries before entering a situation
3. Say, “I’ll think about that...”
4. Get professional help by talking with your healthcare provider/contacting your EAP

Resources

- Caterpillar EAP: <https://totalhealth.cat.com/en/eap.html>



**You can't fully say “yes” to something unless
you can also say “no” to it!**