

KEVIN REMPEL & ASSOCIATES INC.
TRAINING AND DEVELOPMENT SERVICES

Boundaries and Burnout:
How To Take Control

Dear friend,

I hope you enjoyed our session together on **Boundaries and Burnout: How To Take Control.**

The goal of our session was to help you gain a better sense of self awareness and understand:

- Where your time is currently being spent
- What is and what is not currently serving you
- Where your boundaries are most frequently tested
- How to maintain your boundaries when they are being tested
- How to avoid burnout
- How to recover from burnout

The exercises below are designed to help you integrate these strategies and **create some space in your calendar**, helping you better manage your time while working remotely.

By taking time to reflect on where your current boundaries are being overstepped, you can begin to take an objective approach so that you are **not reactive to a request, but prepared with a response**. This will help you avoid burnout and provide you with the tools to, if necessary, recover from burnout.

Today, we now require greater personal responsibility over our time, and by adopting **The Hero Mindset** we can continue to focus on small things that make a big difference to **become a hero in your own movie**.

Enjoy!



Audit Your Time

In order to take control over your schedule and begin to **set boundaries**, you first must gain awareness to where you are spending your time and what you would like to change.

Take a moment to analyze your current day (or week) and identify what you need to **STOP, START,** and **CONTINUE** doing.

Step 1: Identify what needs to STOP

What is currently in your calendar that does not serve you? What bad habits do you keep repeating? What needs to change? (ie. Working through lunch, working late, checking email first thing in the morning, etc.)

Step 2: Identify what needs to START

What is missing from your calendar that you know you would like to include in your life? What positive activities or habits are missing that you would like to start? (ie. Exercise, meditation, reading, journaling, hot bath, hobbies, etc.)

Step 3: Identify what to CONTINUE

What currently is working for you that you would like to continue? What routines or habits do you already practice that bring you joy, that are already non-negotiable, and help you disconnect and recharge to perform at your best?

Create Your Own Traffic

Before the world shifted to working remotely, we had several “reasons” and “excuses” to help us **maintain our boundaries**. This came in the form of things like “I have to get home for dinner”, “I have to leave to catch a train”, or in many cases “I have to go **so I can beat traffic**”.

Today, we need to “**Create our own traffic**” and **re-establish what are some non-negotiable activities** that we must participate in order to keep our lives moving forward as we would like them to be.

In order to do this, **practice the “3 P’s”** to help you maintain your boundaries.

Step 1: Prepare

What answer can you prepare in advance to help maintain your boundaries? (i.e. “I’d love to meet, but I have a commitment. Would it be possible to shift our time to ____?” or “I’d love to support you on this, but with my current workload I will have to review and get back to you.”)

List two to three options of what you can say when a request is made to overstep your boundaries:

1. _____
2. _____
3. _____

Step 2: Pause

When a request is made to overstep your boundaries, it’s easy to respond right away to not disappoint or keep people waiting. However, if **you take a moment to pause and create some space**, it can help you take an objective look at the request versus making an emotional decision to agree or decline the request for your time.

List two to three options of ways you can create space before responding to requests (i.e. Take three deep breaths, count backwards 5...4...3...2...1, or close your eyes for 60 seconds)

1. _____
2. _____
3. _____

Step 3: Practice

Knowing that you are going to be challenged for your time, take a moment to **think in advance about where and when you can put these strategies into practice.**

What time(s) of the day or day(s) of the week do you see requests most frequently coming in to overstep your time? What day(s)/time(s) do you see as an opportunity to practice your prepared answer and pause in your response?

For example:

- “I frequently skip lunch on Monday’s to get as much work in as possible.”
- “I tend to miss my morning workouts now because I check email requests when I wake up and prioritize other people’s time over my self-care routine.”
- “I often check email on the weekend because I am afraid of missing something important.”

The day(s) of the week I am most often challenged for my time is:

The time(s) of the day I am most often challenged for my time is:

The best day/time that I plan to practice these strategies will be:

Find The Magic

Now that you have **created space** in your calendar, **“put magic in its place”**. **The Magic** are those activities that “fill your cup” and “refuel you” (*that we CAN do today!*).

In order to **avoid and recover from burnout**, brainstorm what those activities look like for you today and incorporate these into your daily and weekly routine to help you maintain your wellbeing.

Think about what are some areas of your life that you would like to bring joy in. Remember, *“It’s not about what’s missing, but what’s there”*.

Write down your answers below:

Places / CAN travel to locally, that would be different or new experience for me:

People / CAN connect with and would like to spend more time with:

Activities / CAN participate in and would like to try:

Hobbies / CAN start to focus on include:

A road trip that / CAN do would include the following people, places, activities, etc.:

What else can you think of?:

In Conclusion

Setting and maintaining personal boundaries is a habit to practice, just like brushing your teeth. You know that it is something you need to do every day, and if you don't do it then your health can easily start to decline.

The key to improving your boundaries is to practice exercising and expressing your boundaries by using your voice and letting others know what your limits are. Only you can allow your boundaries to be overstepped.

By setting and maintaining personal boundaries, you help prevent burnout.

One of my favourite quotes while training for the Paralympics was by Will Smith who said, "It's easier to stay ready than it is to get ready", in which he was referring to his level of fitness.

I think this can be applied to so many areas of our life including our physical health, financial health, mental health, and our overall wellbeing.

It's easier to stay well and avoid burnout, than it is to be unwell and have to recover from burnout. If you find yourself burnt out, think about how you can create the space to put magic in its place.

That Magic is what fuels and will refuel you.

When we focus on these small things that make a big difference, that is how you too can become a hero in your own movie.

About Kevin Rempel

Kevin Rempel is a 2014 Paralympic bronze medalist in sledge hockey.

After being paralyzed at the age of 23, Kevin not only learned how to walk again, but overcome the mental battle of both depression and living with a disability to rebuild his life, and eventually reach the Paralympic podium in sledge hockey.



Today, Kevin is a full time entrepreneur through keynote speaking, running his corporate team building program, the [Sledge Hockey Experience](#), and executive coaching using [The Resilience Toolbox](#).

Kevin is an expert in change management, mental health, and resilience as he speaks on [The Hero Mindset](#) which enables organizations to drive results and embrace change.

