



# TOGETHER IN WELLNESS: A GUIDE FOR LEADERS AND WELLNESS CHAMPIONS

## SAYING YES TO YOU

### BUILDING BOUNDARIES


Self-care is an essential and deliberate act of taking care of your mental, emotional and physical health. It will look different for everyone but is a practice that's vital to apply to both our personal and workplace well-being.

Respecting and caring for others begins with respecting and caring for yourself and sometimes boundaries need to be set to do this. We're often uncomfortable setting boundaries because we don't want to disappoint anyone, but boundaries aren't about building impenetrable walls—they're simply about saying here's what's okay for me and here's what isn't.

When we make healthy lifestyle choices and establish boundaries, we're more resilient and better able to manage stress effectively. By making a conscious choice to support yourself, you'll feel healthier, happier and better overall.

You can "say yes to you" and set boundaries in different parts of your life. As we spend most of our waking hours at work, our workplaces are a great place to start with identifying boundaries that are needed to support you in your role.

One way to do this is by identifying what the workplace needs are and setting priorities. Time management and prioritizing exercises can be a helpful way to tackle these demands. Doing these activities as a team can help bring everyone onto the same page and ensure a whole team approach is used to get the work done.



Your professional and personal lives are intertwined. Balancing demands starts with setting priorities in your major life areas.

### TEAM ACTIVITY

*The following are two ways to bring this subject to life with your team. They are designed so you can use one or both. If you use both activities, they can either be done at the same time or in two different sessions.*

#### How to prepare:

Review [Saying Yes to You \(Together in Wellness: Your Guide to Wellbeing\)](#), focusing on the following tips for self-care:

**Eat a healthy meal:** Try new recipes and take the time to relax and enjoy mealtimes.

**Exercise:** Check out a class, go for a walk with a friend or try a new sport.

**Be kind to yourself:** Respect yourself and give yourself the same compassion you give others.

**Sleep:** Have a bedtime routine and get to bed early.

**Prioritize:** Schedule meaningful activities for yourself in your day.

**Laugh:** Find humour in your everyday life. Laughter makes us feel good!

**Set boundaries:** Setting healthy personal and emotional boundaries helps ensure you only take on what you feel you can handle.

### How to include your team:

#### Activity 1: Self-Care in the Workplace

1. Distribute copies of [Saying Yes to You \(Together in Wellness: Your Guide to Wellbeing\)](#)—this can be done via a link, in person or displaying it in a common area.
2. Review the first page with your team and discuss how you can make these tips fit into your workplace setting.
3. Brainstorm a custom self-care list with your team—this may involve adding, removing or changing tips. Examples include:
  - Keeping the “Eat a healthy meal” tip but changing the example to “Share recipes and make a table in the lunchroom a no shoptalk zone”.
  - Replacing “Sleep” with “Recharge”—How can your team take recharge breaks and what could this look like at work?
4. Once you have your customized tips, give it a catchy name and use the [Saying Yes to You poster template](#) to display your workplace self-care tips a common area.

#### Activity 2: Time Quadrants

5. Distribute copies of [Saying Yes to You \(Together in Wellness: Your Guide to Wellbeing\)](#)—this can be done via a link, in person or displaying it in a common area.  
*Note: If you completed Activity 1: Self-Care in the Workplace, use your custom-made self-care tips.*
6. Next, brainstorm a list of workplace needs, demands and requirements—keep in mind, there’s nothing too small or too big to include.
7. Use the list you created and plot them on the Time Quadrant chart.
8. Compare and reflect on your categories:
  - How can you put more priority on the “opportunities”?
  - What can be done to minimize the number of items in “necessities”?
  - How can you detect “deceptions”? How should you deal with them?
  - How can you limit the “time wasters”?
9. Encourage team members to complete the Time Quadrant activity for their personal lives for maximum results.

### How to continue:

10. We live in a dynamic world and priorities and demands are always evolving and changing. And just as our demands change, we too must adjust our strategies to deal with them, making sure self-care isn't left behind. Whether you've done the first, second or both activities, pick a date a few months down the road to review your work and ask these questions:

- Does anything need to be modified?
- Does anything need to come off?
- Do we need to add anything?
- Are we still setting boundaries?


These questions help remind us to make changes to take care of ourselves, and to say yes to you!

### RELATED RESOURCES

Want to learn more? Here are some handy online resources about self-care:

**Website:** [Happify.com](https://www.happify.com) uses science and innovative technology to empower individuals to lead happier, more fulfilling lives. Check out [Take Care of Yourself to Help Others](#) by Brené Brown for a little inspiration.

**Website:** Saying "yes" will mean different things to different people. Check out [alignab.ca](https://www.alignab.ca) to find ideas for free or discounted entertainment and recreation programs in Alberta.



How can the team  
prioritize connections?  
How can we ensure quiet  
uninterrupted time to get  
priority tasks done?  
How can we incorporate  
self-care breaks?



asebp

Like what you see? Visit [wellness.asebp.ca](https://wellness.asebp.ca) to discover even more great workplace wellness resources.