

# Creating **BOUNDARIES**

So many times we try to juggle between meetings, emails, phone calls and personal errands. Especially when working from home, it is important to create boundaries in order to preserve your energy and be productive.

## **When you are on a call**

Zoom or F2F – be fully present. Don't check emails or work on that deck...  
When you take time for recovery – be fully present as well. Put your phone aside and make the most of this precious time.

## **When you finish your work day**

have a ritual to summarize today's work and plan your next day. This will help create boundaries, and ensure you are not tempted to check your mailbox or just try to squeeze in a bit more work.

## **Create artificial gaps**

between work and personal time and make them into a ritual: walk in the park for 20 minutes, paint, work on the garden or anything else that helps clear your mind.

## **Be mindful.**

When you work – work,  
when you rest – rest!

