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*Career and Life in  
Harmony:  
10 Must-Have  
Boundaries for Success*

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## *Career and Life in Harmony: 10 Must-Have Boundaries for Success*

- Boundary 1: Set clear work hours and stick to them
- Boundary 2: Don't check work emails or messages outside of work hours
- Boundary 3: Learn to say no to extra work or commitments
- Boundary 4: Prioritize your own needs and self-care
- Boundary 5: Delegate tasks whenever possible
- Boundary 6: Communicate your boundaries to your colleagues and boss
- Boundary 7: Set boundaries with your family and friends
- Boundary 8: Set boundaries with social media
- Boundary 9: Set boundaries with people who are negative or draining
- Boundary 10: Protect your personal time and space



## *Ready, Set, Go! Put Your Boundaries to Work*

Empowering yourself with these 10 boundaries is the first step towards a truly fulfilling career and personal life. Think of them as tools you can use throughout your workday. Did a colleague just ask for a favor after hours? (Boundary 2) A gentle reminder that you can revisit it during work time can protect your personal space. Feeling overwhelmed by a new project? (Boundary 3) Don't hesitate to speak to your boss about delegation options. (Boundary 6) By making your well-being a priority and setting clear expectations, you'll be well on your way to achieving success that feels balanced and sustainable.

*Dr Erin L Nel*

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