

The Boundary Builder Workbook

For the Working Mom Who Does It All

With 74% of moms in the workforce, the line between “work” and “home” has never been blurrier. This workbook helps you establish and maintain boundaries to protect your peace.

Step 1: Identify the Leaks

Where is work leaking into your home life, or home leaking into your work life?

- I check work emails before getting out of bed.
- I take work calls during family dinner.
- I schedule personal appointments during crucial work meetings.
- I feel guilty when I’m working, and guilty when I’m not working.

Step 2: Establish the Transition Ritual

You need a ritual to signal to your brain that the workday is over and family time has begun (especially if you work from home).

My Transition Ritual will be: *(Examples: Changing clothes, closing the laptop and putting it in a drawer, a 10-minute walk, putting on a specific playlist)*

Step 3: The “Hard Stop” Commitment

Set a time when work absolutely ends.

My Hard Stop Time: _____

What I will do if an urgent request comes in after this time:

Step 4: The Communication Plan

How will you communicate your boundaries to your manager/team and your family?

To my team: “I am generally offline between [Time] and [Time] for family commitments. If there is a true emergency, you can reach me by [Method].”

To my family: “When I am in my office/at my desk between [Time] and [Time], I am working and cannot be interrupted unless it is an emergency.”

Your time is your most valuable asset. Guard it fiercely.