

# BOUNDARIES

Personal boundaries are the physical, emotional and mental limits we establish to protect ourselves from being manipulated, used, or violated by others.



## 5 STEPS TO SET BOUNDARIES WITH PEOPLE

1. *Define your boundaries - think about your values, reflect on uncomfortable feelings.*
2. *Put your boundaries in place - set boundaries early in the relationship, start with small boundaries.*
3. *Communicate your boundaries with others - use "I" statements, state facts.*
4. *Maintain your boundaries - remember your values, be consistent, don't afraid to repeat yourself.*
5. *Respect other people boundaries - express gratitude, be perceptive, ask.*

## ACTIVE LISTENING

INVOLVES LISTENING WITH ALL SENSES AND NOT ONLY MEANS FOCUSING FULLY ON THE SPEAKER BUT ALSO ACTIVELY SHOWING VERBAL AND NON-VERBAL SIGNS OF LISTENING

Communication is 55% non-verbal, 38% vocal and 7% words only.  
ALBERT MEHRABIAN



## TIPS FOR PRACTICING ACTIVE LISTENING

1. Make eye contact
2. Paraphrase what has been said
3. Don't interrupt
4. Watch non-verbal behaviour
5. Avoid daydreaming
6. Ask question= show interest
7. Be open, neutral and withhold judgment
8. Be patient
9. Learn to recognise active listening

Setting boundaries is a powerful tool for happiness in all aspects of our life.



# DON'T:

- don't take too much on.
- don't try to fix someone's life.
- don't take responsibility for someone's decisions.
- don't become involved in family disputes or personal affairs.
- don't be taxi driver, medic, housekeeper.
- don't offer advice outside your area of expertise.

## Contact

Website : [www.communityactionsuffolk.org.uk](http://www.communityactionsuffolk.org.uk)  
Volunteering@communityactionsuffolk.org.uk  
Tel: 01473 345400

# DO:

- be supportive , helpful and sensitive.
- respect every person as an individual.
- listen to others.
- take care of yourself.
- keep in touch.
- be patient.
- encourage others,
- walk alongside, offering support but not leading the way.
- ask if you are not sure
- look for professional advice.
- avoid assumption, stay open, stay curious, and do not fear mistakes.



# GUIDE FOR BUDDIES