

Leadership Boundary-Setting Checklist

1 Identify Your Key Priorities

- Define 3–5 high-impact tasks that deserve your undivided attention.
- Recognize what drains your energy and distracts you from core leadership duties.

2 Set Clear Work-Life Boundaries

- Establish dedicated focus hours where interruptions are minimized.
- Set limits on after-hours communication and stick to them.
- Communicate availability transparently to your team.

3 Communicate Boundaries Proactively

- Clearly state expectations for meetings, emails, and decision-making processes.
- Practice saying, "I'm not available for that right now" confidently.
- Use concise, firm language—avoid over-explaining.

4 Delegate & Empower Your Team

- Assign tasks strategically—trust your team's capabilities.
- Set decision-making parameters, so employees know when to escalate vs. handle issues.
- Encourage team members to establish their own boundaries.

5 Enforce Boundaries Consistently

- Stand firm when boundaries are challenged—respect starts with consistency.
- Reevaluate and adjust boundaries periodically based on workload and priorities.
- Lead by example—model healthy boundaries to create a culture of respect.

Reminder:

Boundaries aren't barriers but leadership tools that enhance focus, productivity, and respect.

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[Building Better Boundaries: A Guide to Leadership Focus & Resilience](#)

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