

Compassionate Boundary Setting Script Templates



Work Scenarios

Declining Additional Projects

"I appreciate your confidence in me and would love to help with this project. However, I'm currently at full capacity with my existing commitments. I want to ensure I deliver quality work on everything I take on. Could we discuss a timeline that would work for both of us, or perhaps identify someone else who might be able to assist?"

Setting Time Boundaries

"I'm available for meetings between 9am-4pm. After that, I need to focus on family commitments. I'm happy to schedule something during those hours, or we can communicate via email if something urgent comes up outside that timeframe."

Addressing Work Creep

"I've noticed our weekly check-ins have gradually extended from 30 minutes to over an hour. To respect everyone's time, I'd like to suggest we return to our original timeframe and create a focused agenda. How does that sound?"

Personal Relationships

Family Expectations

"I care about our family gatherings AND I need to prioritize my wellbeing. I can stay for three hours this Sunday, but then I'll need to head home. Looking forward to quality time together within that timeframe."

Friend Requests

"Thank you for thinking of me for this favor. You matter to me, AND right now I need to focus on my own priorities. I won't be able to help with this particular request, but I'm here to support you in other ways when I can."

Partner Boundaries

"I love spending time with you AND I also need some alone time to recharge. I'd like to set aside Sunday mornings as personal time for me. This will help me be more present when we're together."

Difficult Conversations

Tips for Effective Delivery

1. Use a calm, neutral tone
2. Make eye contact when appropriate
3. Keep your body language open
4. Be specific about your needs
5. Focus on "I" statements rather than "you" accusations
6. Acknowledge the other person's perspective
7. Offer alternatives when possible
8. Express gratitude for understanding
9. Be consistent in upholding your boundaries

Remember: Setting boundaries is not selfish—it's necessary for healthy relationships. You deserve to have your needs respected, and doing so actually enables more authentic and sustainable connections with others.

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