

Teap.

Everyone deserves a little couch-time.



Monthly Wellness Seminar

Boundaries Without Guilt:

Saying “No” and Advocating for Yourself Professionally

Presented by
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ABOUT THE PRESENTER

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- LICENSED PROFESSIONAL COUNSELOR
- WORKS W/ADULTS, TEENS AND COUPLES
- LOVES TO TRAVEL





WHY THIS MATTERS

Burnout is often caused by chronic overextension

- Pressure to always say yes
- Emotional exhaustion
- Workplace resentment
- Anxiety and stress
- Reduced productivity

WHY WE ARE HERE

- Understand the psychology behind guilt
- Explore burnout and boundaries
- Learn assertive communication
- Practice self advocacy skills



Poll #1

Which situation do you struggle with most?

- Saying no
- Asking for help
- Setting limits
- Taking PTO
- Workload advocacy

HEALTHY BOUNDARIES

WHAT ARE HEALTHY BOUNDARIES?

- 01 Clear Expectations
- 02 Respectful Communication
- 03 Emotional Protection
- 04 Self Respect
- 05 Boundaries Are Clarity With Compassion.



PSYCHOLOGY BEHIND GUILT

Why Saying No Feels Hard

- Fear of Rejection
- Fear of Conflict
- Perfectionism
- People Pleasing
- Cognitive Distortions





Stress & Burnout

What happens without boundaries?

- Emotional exhaustion
- Anxiety symptoms
- Irritability
- Reduced motivation
- Cynicism and resentment

Poll #2

Have you ever agreed to something professionally even though you lacked the capacity?

- Frequently
- Sometimes
- Rarely
- Never

COMMUNICATION STYLES

Passive vs Aggressive vs Assertive

01

Passive: Avoids conflict

02

Aggressive: Reacts (unchecked) emotionally

03

Assertive: Clear and respectful



ASSERTIVE COMMUNICATION

Healthy Boundary Language

“I do not have the capacity right now.”

“Can we revisit priorities?”

“I want to ensure quality work.”

“I need additional support.”



Case Study

The Overextended Employee



Meet Jordan

Jordan is dependable and consistently takes on extra responsibilities. Over time Jordan becomes emotionally exhausted, anxious, and resentful but still feels guilty speaking up.

EMOTIONAL REGULATION

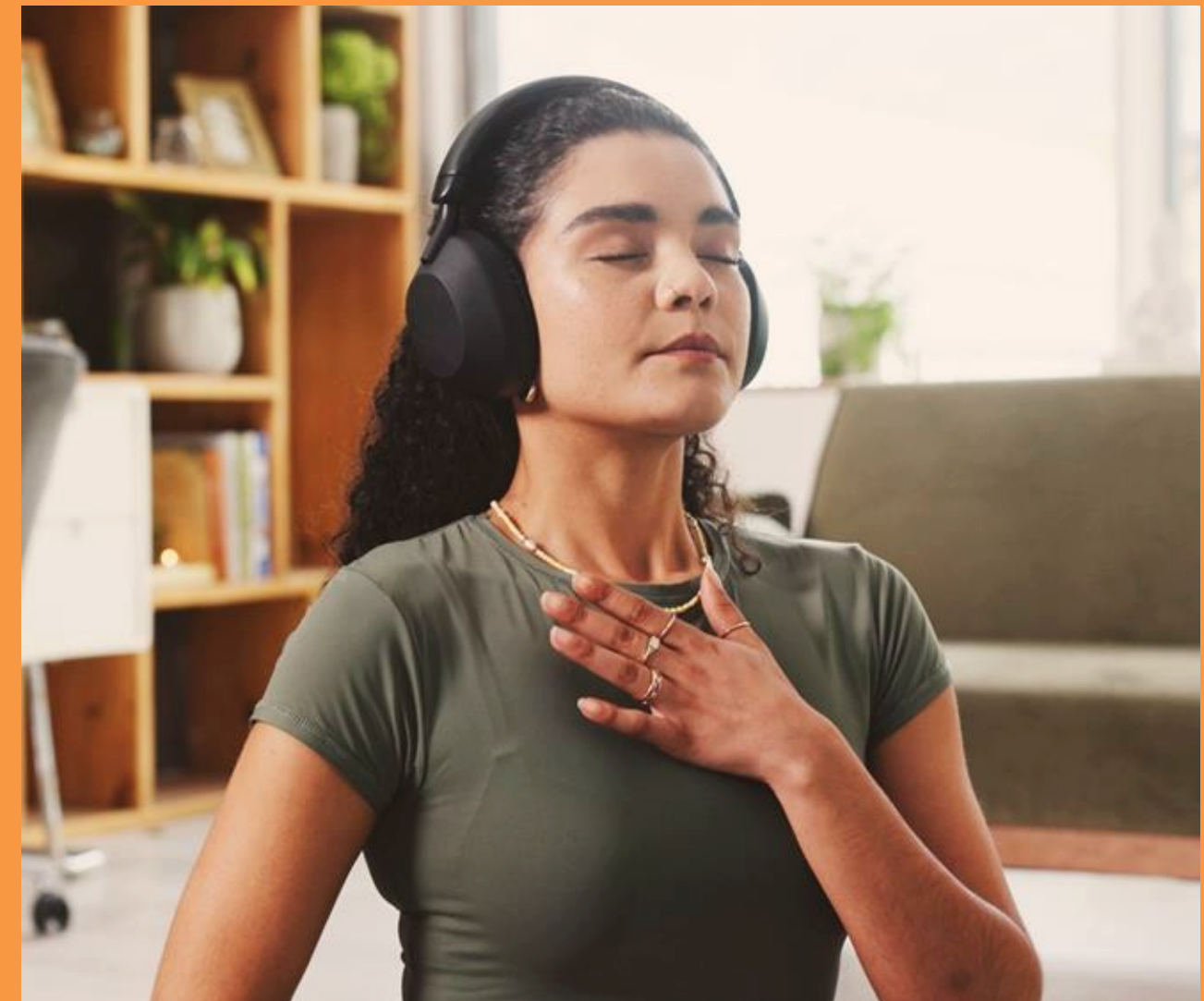
Protecting Your Mental Health Professionally

Recognize Overload Early

Pause Before Responding

Use Grounding Techniques

Check Before Committing



Poll #3

Which tool will you use to better protect your mental health?

- Recognize overload early
- Pause before responding
- Grounding techniques
- Check capacity before committing

PRACTICAL STRATEGIES

Small Shifts That Make a Big Difference

- Pause before saying yes
- Clarify priorities
- Schedule breaks
- Use PTO without guilt
- Communicate early



REFLECTION ACTIVITY

Ask Yourself...



What boundary do I currently need?



What makes it difficult?



What is one change I can practice this week?

CLOSING

- **Boundaries Are Clarity With Compassion**
- **Healthy boundaries protect your well being so you can continue showing up effectively and sustainably.**

THANK YOU...

for joining us today, we look forward to seeing you the next time!



Roxanne_Collins_LPC



Roxanne Collins

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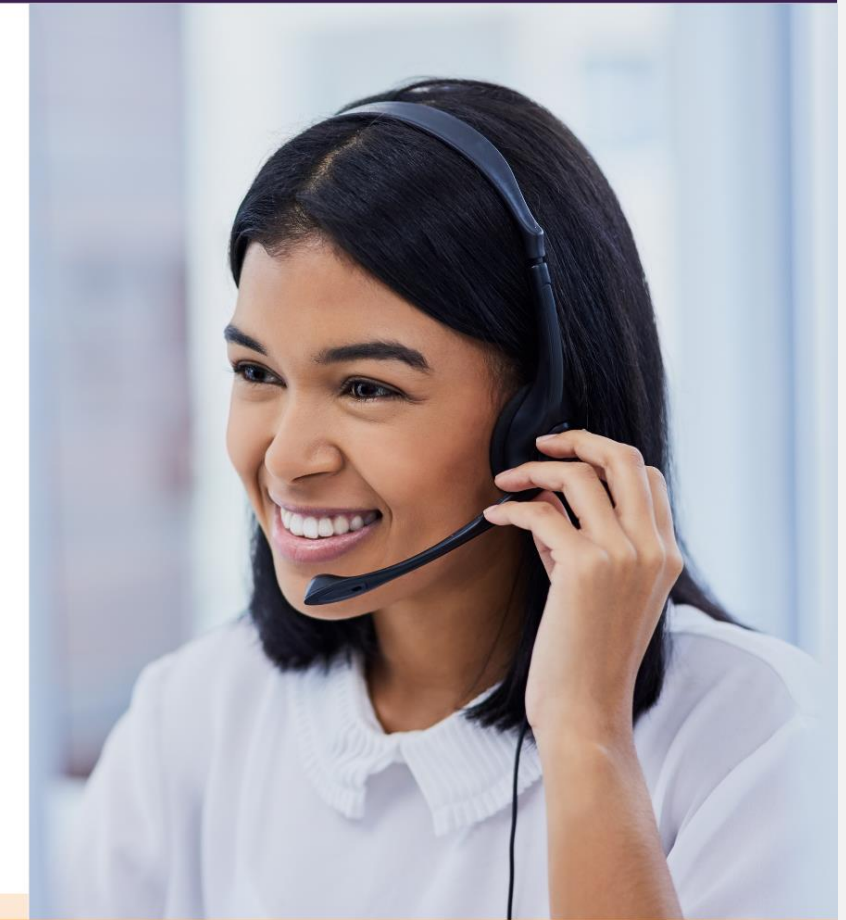
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BOUNDARIES WITHOUT GUILT

SAYING “NO” AND ADVOCATING FOR YOURSELF PROFESSIONALLY

SIGNS YOU MAY NEED STRONGER BOUNDARIES

Feeling emotionally exhausted or resentful.

Saying “yes” when you already feel overwhelmed.

Difficulty disconnecting from work.

Feeling guilty for taking breaks or PTO.

AND REMEMBER...

Saying “no” is a skill, not a conflict. Assertive communication allows you to advocate for yourself while still being respectful and collaborative.

ASSERTIVE COMMUNICATION VS. PASSIVE COMMUNICATION

Passive: Avoids conflict and suppresses needs

Aggressive: Reacts emotionally or defensively

Assertive: Clear, respectful, honest, and professional

HELPFUL STRATEGIES

- Pause and check your workload before committing
- Communicate early instead of waiting until overwhelmed
- Focus on priorities and realistic expectations
- Offer alternatives when appropriate

Guilt does not always mean you are doing something wrong. Sometimes it simply means you are practicing healthier habits and challenging old patterns.

HEALTHY BOUNDARY EXAMPLES

Boundaries are not about avoiding responsibility. They are about creating realistic expectations while maintaining professionalism and respect.

- “I want to ensure I can give this quality attention.”
- “I do not have the bandwidth to commit to that currently. We could adjust another deadline.”
- “Can we revisit priorities? Advance notice before adding additional tasks helps me organize.”
- “Taking my scheduled break, I’ll follow up afterward.”

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Sometimes it’s about cognitively reframing things to give you the freedom and power to say no. -
Roxanne Collins, MA, LPC

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