



# Boundary Quick-Check Tool

Healthy boundaries don't just protect your time—they create the energy you need to thrive. Use this Quick-Check before you commit to new tasks, requests, or obligations.

## The 5 Quick-Check Questions

- 1. Does this align with my top 3 priorities right now?**  
*(If not, it may be a "no" or a "later.")*
- 2. What am I saying NO to if I say YES to this?**  
*(Time, energy, family, rest—everything has a trade-off.)*
- 3. Is this mine to carry—or could someone else own it?**  
*(Delegate, defer, or decline if it's not yours to hold.)*
- 4. Will I have the energy to do this well?**  
*(Don't commit from depletion. If it drains you, consider a boundary.)*
- 5. How will I recover my time or energy afterward?**  
*(Every "yes" needs a built-in reset plan.)*

## Boundary Phrases To Try

Use these simple scripts to protect your time with clarity and kindness:

- *"I can do that on [date]. Does that work?"*
- *"To give this the attention it deserves, I'll need to [shift/reduce] [task]."*

- *“I’m at capacity right now. I can [offer X] or [Y]—which is most helpful?”*

**Boundaries don’t make you less available—they make you more effective.**

## **Why Boundaries Matter**

Boundaries aren’t walls—they’re bridges to healthier relationships, clearer communication, and sustainable energy. When you define what you will and won’t take on, you create space for the work, people, and activities that truly matter.

**Healthy boundaries can:**

- **Prevent hidden burnout:** They protect you from overcommitting before stress takes hold.
- **Increase respect:** Clear expectations reduce misunderstandings and improve collaboration.
- **Boost confidence:** Saying “no” thoughtfully reinforces your self-worth and priorities.
- **Model wellness:** When you set boundaries, you give others permission to do the same.

**Remember: every boundary you set is an act of self-leadership.**

## **About Sunburst Coaching & Consulting, LLC**

**Sunburst Coaching & Consulting, LLC** helps speech-language pathologists, allied health professionals, educators, and purpose-driven individuals move from burnout to balance through personalized coaching. With over 30 years of experience as a speech-language pathologist, professor, mentor, and coach, K. Todd Houston, Ph.D. brings a unique blend of professional expertise and holistic strategies to support clients in creating sustainable energy, stronger boundaries, and renewed confidence.

**Learn more and book a free Discovery Call at  
[www.sunburstcoachingconsulting.com/book-a-call](http://www.sunburstcoachingconsulting.com/book-a-call)**

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