



Joyful Achiever Worksheet

Theme 18: Powerful Boundaries for High Performers

This worksheet accompanies the 10 videos in Theme #18 and is designed to help you set and maintain powerful boundaries without guilt or conflict. Use it to protect your time, focus, and emotional energy so you can perform at a high level with greater calm, confidence, and control.

Video 1: **Boundaries Are a Performance Tool**

Insight Recap: Boundaries protect focus and reduce stress. They are professional, not selfish.

Reflection: What boundary would immediately reduce your stress?

Action Step: Write one boundary sentence for this week.

Video 2: **Your 'Yes' Creates Your Life**

Insight Recap: Every yes costs something. Intentional yeses prevent resentment and burnout.

Reflection: What do you over-commit to?

Action Step: Before saying yes, ask: "What am I saying no to?"

Video 3: Stop Over-Explaining

Insight Recap: Over-explaining invites negotiation. Clear boundaries are calm and simple.

Reflection: Where do you over-justify?

Action Step: Practice: "I can't do that, but I hope it goes well."

Video 4: Boundaries Reduce Anxiety

Insight Recap: Vague expectations create anxiety. Clear limits create calm.

Reflection: What expectation needs clarity?

Action Step: Clarify one expectation in writing today.

Video 5: Protect Your Deep Work

Insight Recap: Without protected time, you stay reactive. Focus time is strategic.

Reflection: What interrupts your best work?

Action Step: Block one 60-minute do-not-disturb window this week.

Video 6: [The Boundary Conversation](#)

Insight Recap: Boundaries are agreements, not walls. Clarity prevents conflict later.

Reflection: What conversation have you been avoiding?

Action Step: Use: “Here’s what I can do... can’t do... and what will work.”

Video 7: [Emotional Boundaries](#)

Insight Recap: You can care without carrying. Emotional boundaries protect energy.

Reflection: Whose stress do you absorb?

Action Step: Silently say: “I can support without absorbing.”

Video 8: [Boundaries With Technology](#)

Insight Recap: Constant access creates constant distraction. Attention is leadership.

Reflection: What tech habit drains you most?

Action Step: Turn off non-essential notifications today.

Video 9: [Boundaries With Perfectionism](#)

Insight Recap: Perfectionism expands work endlessly. Define “done” to protect time.

Reflection: Where do you overwork?

Action Step: Write “Done means ____” before your next task.

Video 10: [Boundaries Create Freedom](#)

Insight Recap: Honoring boundaries builds self-trust. Self-trust creates calm confidence.

Reflection: What boundary will you commit to for 7 days?

Action Step: Track one boundary daily for a week.

Daily Practice:

- Morning: “What am I protecting today?”
- Midday: “Where am I leaking energy?”
- Evening: “What boundary did I honor?”