Boundary Audit

Identify where your time and energy are leaking.

1 | Find the leaks

Type in the shaded boxes and save a copy. You may also print and write by hand.

Name (optional) / date

Review your past week. Include work and home. A boundary can clarify your availability, responsibilities, or what you need before agreeing.

TIME | Where did requests, interruptions, or availability exceed my limits?

CAPACITY | Where did I agree to more than I could reasonably carry?

RESPONSIBILITY | What did I take on that needed clarification or shared ownership?

RECOVERY | What breaks, personal time, or recovery did I give away?

Which leak had the greatest impact? What did it cost me?

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2 | Reset a boundary

The situation and the limit I need to protect

My clear boundary: What can I offer, and what cannot I take on?

My script: "I can ____. To do ____, I need ____."

What response do I expect, and how will I calmly restate or clarify my boundary?

What team agreement, schedule change, or support is needed?

My first action, date, and review point

Example: "I can complete the urgent task today. To add this request, we need to decide which existing task moves."