



The Boundary Playbook: Scripts & Strategies

Protect your focus, wellbeing, and energy with clarity and care

Boundaries don't close doors—they open space so you can show up fully for the commitments that matter most.

Quick Start Guide

How to Use the Boundary Playbook

(5 Steps in 10 Minutes)

Leadership isn't just about what you take on—it's about what you protect. Every "yes" comes with a cost. Without boundaries, leaders end up overcommitted, scattered, and drained. The irony? You can't lead well when your energy is spread too thin. The Boundary Playbook gives you ready-to-use scripts for the situations leaders face every day.

1. **Identify the situation.** Notice where your energy is being pulled—are you overcommitted, facing scope creep, or being asked outside work hours?
2. **Choose the matching script.** Flip to the scenario that fits (Cancel Gracefully, Decline Without Guilt, After-Hours Request, etc.).
3. **Adapt the language.** Make it yours—adjust tone and details so it feels authentic while staying clear and kind.
4. **Practice the delivery.** Say it out loud once before using it. Pair your words with steady posture, eye contact, and a calm tone.
5. **Reflect and reset.** After using the script, ask: Did this boundary protect my energy? How can I strengthen it next time?

The Boundary Playbook

Scenario 1: Cancel Gracefully

When you've already said yes but realize you don't have the bandwidth.

"Thank you for your patience. I've reviewed my current commitments and need to step back from this one. I want to make sure it gets the attention it deserves, and right now I can't give it that."

Scenario 2: Decline Without Guilt

When you're asked to take on something new that doesn't fit your priorities.

"Thank you so much for thinking of me. I need to decline this one so I can stay focused on my current priorities."

Scenario 3: Renegotiate with Clarit

When the request matters, but the timing or scope needs adjusting.

"I'd love to contribute, but I need to adjust the scope/timing to make this sustainable. Could we explore a smaller role or a later start date?"

Scenario 4: The Drop-By Ask

When someone asks for "just a minute" but you're already focused or at capacity.

"I want to give this the attention it deserves, and right now I'm focused on finishing [X]. Could we set a time tomorrow instead?"

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Scenario 5: The Scope Creep “Yes”

When you agreed to something, but the request keeps expanding.

“I’m noticing the scope is growing beyond what we originally discussed. For me to continue supporting this well, we’ll need to clarify what stays and what shifts.”

Scenario 6: The After-Hours Request

When someone asks you to engage outside your set boundaries.

“I’ve committed to protecting my evenings so I can recharge. I’ll take a look first thing tomorrow and get back to you.”

Scenario 7: The Unclear Invitation

When you’re asked to join a project or meeting with little clarity.

“Before I commit, could you clarify what role you’d like me to play and the time you anticipate it will take? That will help me determine if I can give it the focus it needs.”

Scenario 8: The “Not My Lane” Request

When you’re asked to take on something outside your role or strengths.

“This is important work, but it’s not where I can add the most value. I recommend connecting with [X], who has expertise and bandwidth in this area.”

Reflection & Growth

Which script do I need most often?

Where in my leadership do I struggle most to hold boundaries?

What's one commitment I will decline this week to protect my energy?

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Pro Tip: Scripts give you language, but delivery makes the difference.

- Keep your tone calm, not defensive.
- Hold steady eye contact.
- Relax your shoulders.

Next Steps - From Boundaries to Balance

Boundaries create freedom. Protecting your rest gives you clarity to lead with impact.

But here's the truth: lasting balance comes when boundaries become a way of life—protecting your focus, guiding your priorities, and creating healthier cultures for your team.

That's what **Seasons of Flourishing** is designed to do. Through practical tools and guided practices, you'll:

- Strengthen your ability to say “no” with confidence and care
- Create rhythms that protect rest and recovery
- Model healthy boundaries that empower others to thrive

Ready to move from boundaries to balance?

Learn more about **Seasons of Flourishing** on the next page.



SEASONS OF FLOURISHING

A Wellbeing Program for Leaders

Like tending a garden, wellbeing requires intention, care, and rhythm.
These workshops invite you to nourish yourself emotionally, mentally, and physically.



7 90-min. Live Teaching Sessions

Interactive sessions grounded in positive psychology



Private Online Community

A confidential space to connect, share, and be supported throughout the journey



6 1-hr Group Coaching Sessions

A space for integration, insight, and peer reflection



Monthly Office Hours

Drop in for encouragement or deeper conversation



Personalized Wellbeing Blueprint

A guided tool you'll create to map unique rhythms and habits for renewal



1:1 Coaching Session (within 90 days post-program)

A follow-up opportunity to anchor and sustain your growth



Downloadable Workbook + Tools

Reflection prompts, micro-practices, templates, guides



Quarterly Alumni Circles

Live community gatherings to reconnect, reflect, and stay rooted beyond the program



Certificate of Completion

For personal recognition and accomplishment

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