

Checklist Set Boundaries Consciously

How to create more calm and focus

Clear communication and protecting your focus time lead to more calm, clarity, and job satisfaction. Here's how to approach it:



1 Be clear about your availability

- ✓ Mention your working hours in your e-mail signature or Teams status
- ✓ Keep your calendar up-to-date in Outlook & Teams.
- ✓ Set your Teams status: available, in a meeting, or offline.
- ✓ Turn on *out of office* when absent (manage expectations).

2 Create calm & focus time in your workday

- ✓ Turn off notifications for e-mail and Teams.
- ✓ Check e-mail at set times instead of continuously.
- ✓ Block focus time in your calendar for concentrated work.
- ✓ Schedule separate time slots for processing e-mail.

3 Keep work and private life separate

- ✓ Work from a fixed (home) workspace.
- ✓ Limit work e-mail on personal devices.
- ✓ Schedule breaks, focus time, or offline moments in your calendar.

4 Respect each other's work rhythm

- ✓ Immediate responses aren't always necessary, especially outside working hours.
- ✓ Use *delay delivery* for e-mails outside working hours.
- ✓ Work when you are most productive, but respect each others' working hours.

