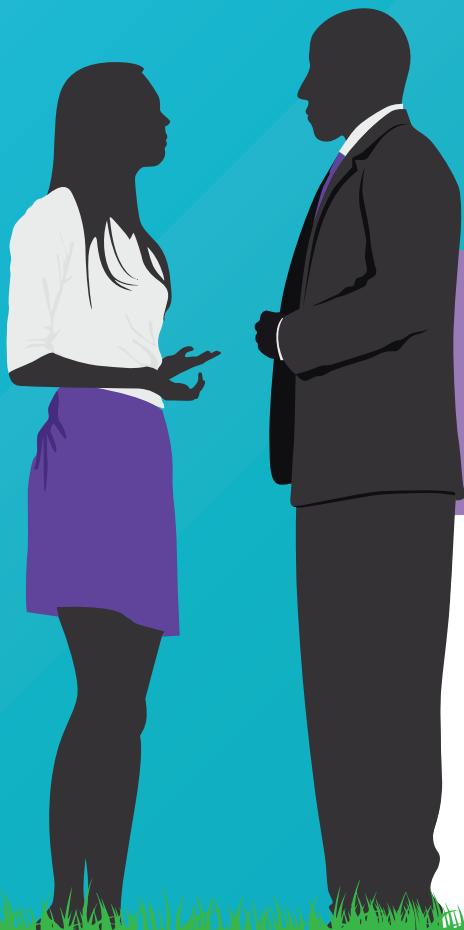


# Keeping Boundaries

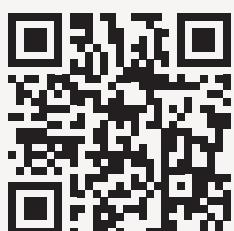
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**Having and keeping boundaries is an important form of respect and necessary in healthy, fulfilling work and personal relationships.**

- Give yourself permission to set and keep personal boundaries
- Be aware and respect other people's boundaries
- Be mindful of your audience and stay respectful
- Don't feel guilty for saying 'No' to unreasonable expectations
- Be assertive and stay true to yourself
- Voice your concerns constructively if you feel taken advantage of or not appreciated

**Remember you can call Validium for support on a variety of issues - or go online at [validium.com](http://validium.com) to check out vClub**



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