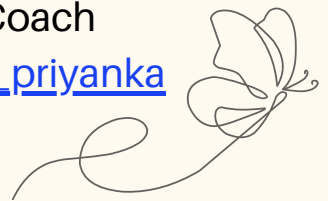


THE BOUNDARY ESSENTIALS

“Because your business should thrive
without burning you out.”

By **Priyanka Thakur** | Business & Mindset Coach
www.nirwaanashift.com | [@nirwaanashift_with_priyanka](https://www.instagram.com/nirwaanashift_with_priyanka)



“Embrace the shift to find your bliss!”

The Boundary Essentials



Dear Woman Entrepreneur,

Running your own business often means wearing multiple hats at once- client work, home responsibilities, team management, kids' school events, in-laws' expectations... it's endless.

Without clear boundaries, business success can come at the cost of your health, peace, or family time.

That's why I created this Boundary Essentials Playbook to help you, that covers following:

- ✓ Communicate expectations with clients clearly
- ✓ Coordinate smoothly with your family
- ✓ End each week feeling lighter, not heavier

Use these plug-and-play systems to protect your time and create space for what matters most.

With love,
Priyanka

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System 1: Client Policy (Your Professional Safety Net)

Why it matters:

Clients don't usually mean to cross boundaries. But when you don't set expectations upfront, you'll find yourself answering midnight emails or saying yes to unrealistic deadlines.

Sample Policy (customize to fit your business):

- **Working hours:** Mon-Fri, 10:30 am – 6:30 pm IST
- **Response time:** within 24-48 hours on business days
- **Weekends & listed holidays:** offline
- Depending on the nature of your business you could also add this one - **Urgent requests:** attract a rush fee, accepted only if capacity allows

Pro Tip: Add this to your welcome email, proposals, and invoices so there's no confusion later.

Space for You:

- ✍️ My business hours are: _____
- ✍️ My response window is: _____
- ✍️ My rush fee policy is: _____

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System 2: Family Calendar (Harmony at Home)

Why it matters:

Your business schedule doesn't just affect you, it affects your whole household. When everyone knows your focus hours and family blocks, you'll experience fewer last-minute arguments and more support.

Example - Family Calendar Message:

"These are my focus hours this week. I'll be unavailable for calls/errands then. I've also blocked school events and family time here so we can plan smoothly."

How to Set It Up:

1. Choose your tool: Google Calendar, shared planner, white board or a simple magnetic message board on fridge.
2. Block your deep work/focus hours.
3. Add family events, school activities, and family time.
4. Share it weekly with your partner/household (Sunday evening works best).

Pro Tip: You can even follow Color-codes - Work (blue), Family (green), Self-care (pink).

Worksheet Prompt (for readers):

 My focus hours this week are: _____

 Family time I'm prioritizing this week: _____

 One self-care activity I'm adding: _____

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System 3: Friday Shutdown Checklist (Start Next Week Light)

Why it matters:

Ending your week in chaos means starting the next one already stressed. A 30-minute reset ritual helps you close loops and recharge.

The Checklist:

- ✓ Clear inbox to zero (or snooze emails you'll handle later)
- ✓ Send invoices + payment nudges
- ✓ Write down next week's Top 3 priorities
- ✓ Book workouts & therapy sessions
- ✓ Schedule 2 joy blocks (coffee with a friend, a book, dance class)

Reflection Add-On:

- One win I'm proud of this week: _____
- One thing I would rather do differently next time: _____
- One thing I'll do for joy next week: _____

Pro Tip: Do this with a cup of tea and music you love → make it a ritual you look forward to.

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Bonus Section: Boundary Scripts (Copy-Paste Phrases)

Because saying “no” or setting limits often feels uncomfortable. As women, many of us are conditioned to:

- Be accommodating
- Keep everyone happy
- Avoid being seen as “difficult” or “unhelpful”

That’s why we end up saying “yes” when we actually want to say “no.” But remember, every time you say yes to something that drains you, you’re saying no to your priorities, health, or family.

Boundaries don’t make you selfish. They make you sustainable

So here are a few ready-to-use scripts to make those tough conversations easier:

- **Client rescheduling last minute:** “Thanks for letting me know. My calendar is currently full, so the next available slot is ____.”
- **Friend asking for a favor during work hours:** “I’d love to help, but I’ve blocked this time for work. Can we plan for ____ instead?”
- **Client wanting urgent delivery without rush fee:** “I’d be happy to prioritize this project. My rush fee is ____, and I can deliver by ____.”

Try these word-for-word at first - with practice, saying “no” will start to feel natural and empowering.

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Boundaries aren't walls! They're bridges that allow you to show up at your best in every role you play: entrepreneur, mom, partner, daughter, friend.

This playbook gave you 3 simple but powerful systems:

- A Client Policy that sets expectations
- A Family Calendar that creates harmony
- A Friday Shutdown Checklist that resets your week

Now it's your turn to implement them. Start with one system this week and build from there.

If you instead want personalized systems designed for YOUR business & like, book a free discovery call with me here - [Discovery Call With Priyanka](#)

Because you don't need to do more. You need better systems that support you.

NirwaanaShift with Priyanka | www.nirwaanashift.com

Instagram: [@nirwaanashift_with_priyanka](#)

Email: ptjulie2000@gmail.com

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