

JO ALLEN COACHING



7 Ways

To Set & Protect Your Boundaries

Without the guilt - even if you're a people-pleaser



Welcome!

Thanks so much for downloading 7 Ways to Set and Protect Your Boundaries.

If life feels full to the brim and you barely have time to breathe, you're not alone. I work with women just like you who feel pulled in every direction - and know they can't keep living this way.

This guide is here to help you make things feel a little easier. Because when your boundaries are clearer, everything becomes more manageable. You get to protect what matters most, and start creating a life that really works for *you*, too.

With love,
Jo x



WHAT ARE BOUNDARIES?



Think of boundaries as your personal guidelines for how you want to be treated - and how you treat others. They're not about being harsh or shutting people out. They're about being clear on what you need, what's okay for you, and what's not.

Boundaries help you protect your time, energy and emotional wellbeing. They help you carve out space for rest, focus, connection - and for yourself. And even though setting them can feel really awkward or uncomfortable at first (especially if you're a people-pleaser and are used to putting others first), boundaries actually make relationships stronger. They create clarity, reduce resentment and misunderstandings and allow you to show up more fully - because you're not running on empty.

This isn't about being rigid or unkind. It's about being honest - with yourself and others - about what you need to feel like you again.

Do you need a boundaries reset?

If you answer yes to two or more of the following questions, it might be time to take a look at your boundaries.

- 01 I often say yes when I really want to say no.
- 02 I feel guilty for taking time for myself.
- 03 I'm constantly on my phone / email replying to people even though I'm exhausted.
- 04 I feel resentful or snappy with people closest to me.
- 05 I struggle to ask for help or express what I need.
- 06 I feel like my needs come last.

- 07 I worry that setting boundaries will upset or offend people.
- 08 I rarely get uninterrupted time for rest, focus or creativity.
- 09 I don't often speak up when something feels off.
- 10 I often feel overwhelmed, overstimulated or completely drained.
- 11 I feel responsible for other people's feelings or reactions.
- 12 I feel like I've lost a part of myself.



7 Ways to Set & Protect Your Boundaries

01 Get clear on what's not working

Before you can set boundaries, you need to know where the pressure points are. What leaves you feeling drained, overwhelmed, or resentful? What are you saying yes to that you'd secretly love to say no to? Noticing these patterns is your starting point.

02 Let discomfort be part of the process

Setting boundaries can feel scary, awkward or "too much" - especially if you're used to people-pleasing. That doesn't mean you're doing it wrong. It just means you're doing something new. Discomfort is part of the process, not a problem to fix. It's a sign of growth and that you're moving in the right direction.

03 Create an emotional support plan

When you're setting (or resetting) a boundary, it can feel a bit uncomfortable - especially at first. It helps to think ahead about what might make things feel a bit easier afterwards. Maybe that's calling a friend, stepping outside for 5 minutes, or just having a bit of time to switch off. You don't need to power through - it's really important to give yourself a bit of support too.

04 Be guided by your values

If you're not sure whether to say something or set a boundary, it can help to pause and ask yourself: *What really matters to me here? What am I trying to protect?* Maybe it's time with your kids. Maybe it's your need for rest, honesty or feeling respected. Whatever it is, your boundary is simply a way of honouring that - and looking after what's important to you. It's about staying connected to your values, so you can make choices that feel right for you.

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05 Don't wait for things to boil over

When we keep pushing through and ignoring what we need, it often builds up - and that's when we end up snapping or shutting down. It's actually much easier (and kinder) to say something earlier on. You don't have to be at breaking point to say, "I need a bit of space," or "This isn't really working for me right now."

06 Communicate clearly and kindly

You don't need a long explanation or the perfect wording - you just need to be clear. If you're too vague, people won't know where they stand, and you'll probably end up feeling frustrated or let down. Something simple like, "Thanks for thinking of me, but I'm not free for that," or "I can't commit to anything else right now," is enough. It might feel uncomfortable at first, but being honest is much kinder in the long run - for you and for them.

07 Let go of perfect

You don't have to get this perfect. It's completely okay to change your mind, or to try something and realise it doesn't quite work. Boundaries aren't a one-time thing - they're something you can learn and figure out as you go. Like anything, they get easier as you practice. What matters most is that you're paying attention to what you need and giving yourself permission to do things differently.

WHAT YOU MIGHT SAY

Setting boundaries doesn't have to mean conflict or confrontation. Often it's about learning to be honest and clear - without over-explaining or apologising for things that don't need an apology.

If you ever find yourself stuck for words, here are some simple ideas for what you might say.

- **When you're overwhelmed and feel bad saying no:**

"Thanks so much for asking, but I just don't have the headspace for anything else right now."

"I'd love to help, but I've got too much on at the moment - I hope that's okay."

- **When you need space or alone time:**

"I'm going to have a quiet evening to myself - I've realised I really need it."

"I'm not able to chat just now, but I'll reply as soon as I've had some rest."

- **When someone keeps messaging during your downtime:**

"Just so you know - I don't always reply straight away, but I'll come back to you as soon as I can."

"I've started turning my phone off after 8pm to properly switch off so I'll catch up with you tomorrow."



WHAT YOU MIGHT SAY

- **When someone asks for a favour you can't (or don't don't want to) do:**

"I can't say yes to that at the moment, but I really hope it goes well."

"I'm not able to take on anymore right now - thanks very much for understanding."

- **When someone's speaking to you in a way that feels off:**

"I'd like to keep talking about this, but I need us to be able to speak to each other with respect."

"I'm finding the tone of this a bit hard to deal with - maybe we can take a break and come back to it later."

- **When you're invited to go to something but don't want to go:**

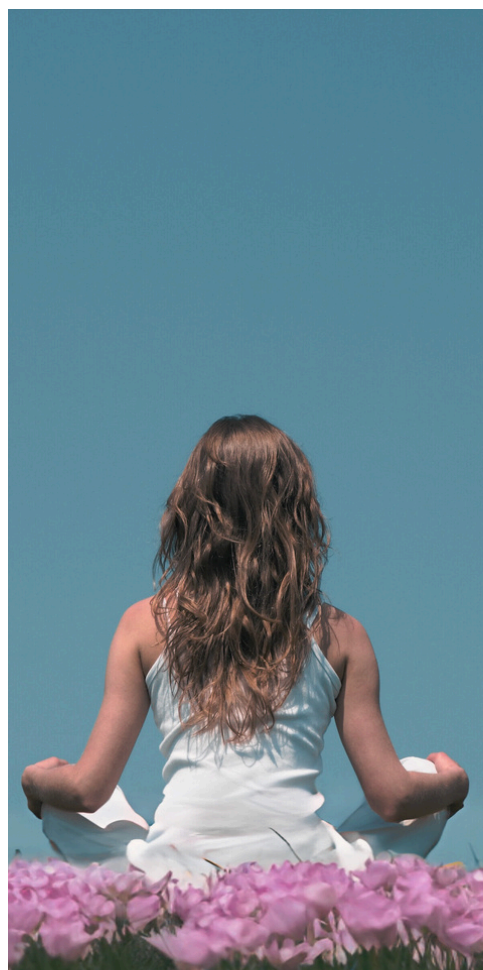
"I'm going to skip this one, as I really need a weekend to rest and catch up on things."

"Thanks so much for inviting me, but I'm going to give this one a miss. Hope you have a lovely time."

- **When you need to protect time for work or creative focus:**

"I've blocked out this time for something I'm working on, so I'll reply a bit later."

"I'm keeping my mornings for work - can we catch up this afternoon instead?"



About Jo Allen

“I have just finished working with Jo and it has been the most incredible 3 months! I had absolutely no idea what I wanted to do with my life after having my kids. I felt as though all I could offer was the career I’d previously had as a cellist, and I still wanted to do something with my music but needed to have a way to be with my children too, as I used to work away from home A LOT. Jo helped me to see exactly what I needed for me, for my family and also financially – and I literally couldn’t be happier. If you’re feeling lost, scared and clueless how to move forwards you need to get in touch with Jo. She is an absolute angel! Thank you so much.”

Lauren P. Cellist

Hi I’m Jo,

I’m a coach for mums in the creative industries who feel pulled in every direction, and know they can’t keep living this way. I support them to create a career that lights them up, fits with family life, and helps them feel like themselves again, and excited about their future.

I’ve worked in the creative industries for years as a musician and agent - and I know how hard it is to keep everything going when you’ve got a family to take care of and no time to stop and think. Now I help other mums to navigate career alignment, motherhood, overwhelm and big identity shifts — I know what it’s like to want something different, but not know where to begin. That’s why my coaching blends real-life understanding with mindset work and practical support, helping women get unstuck and move forward in a way that feels right.

I truly believe you can have a career you love that fits around the kind of family life you want — you don’t have to choose.



I hope this guide has given you some more clarity - and a reminder that your needs really do matter.

The most important thing is just to take the first step, even if it's a small one. You don't need to have all the answers and you don't need to do it all perfectly. You just need to start somewhere.

If you'd like to send me a question, feedback or if you want to find out more about working with me, click the button below to send me a message.

[Email me](#)

With love,
Jo x

