

Scripts for Speaking Up

Protect your space, time, and values at work

Speaking up and managing boundaries is your responsibility.

- It's how you teach people how to interact with you: what's okay and what isn't.
- These aren't just workplace skills; they're life skills.
- Getting comfortable asserting yourself in a clear, respectful way helps you protect your energy, your time, and your values, without escalating conflict.

It's not about confrontation. It's about clarity.



Format:

- Use an “I statement” to define your boundary.
(I need, I want, I like, I don't like)
- Clearly specify the action you want the other person to take



Example:

I need: more space.

Can you: move your chair down.

Scripts for Six Boundary Crosses

Physical



Physical Boundary

Personal space, touch, or proximity that makes you uncomfortable

**I need more space.
Can you move your chair over?**

Intellectual

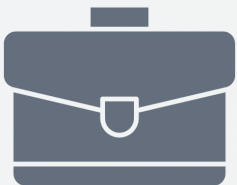


Intellectual

Disrespect of ideas, values, or opinions; hostile conversations

**I'd like to finish sharing my ideas.
Can you let me finish speaking
before responding?**

Material



Material

Borrowing items without asking, damaging or not returning belongings

**I like to keep my things organized.
Can you check with me before using
anything from my desk?**

Time

Working late, constant availability, being overloaded without notice



Time

**I've committed to ending work at 6.
Can this wait until tomorrow?**

Sexual

Unwanted flirting, repeated requests for dates, sexual innuendo, or comment



Sexual

**I want to keep our relationship professional.
Please don't ask me out again.**

Emotional

Emotional dumping, manipulation, or oversharing



Emotional

**I want to be supportive, but I need to focus on work.
Can we talk about this on our break?**