

Vitae Chat

Pūrongo

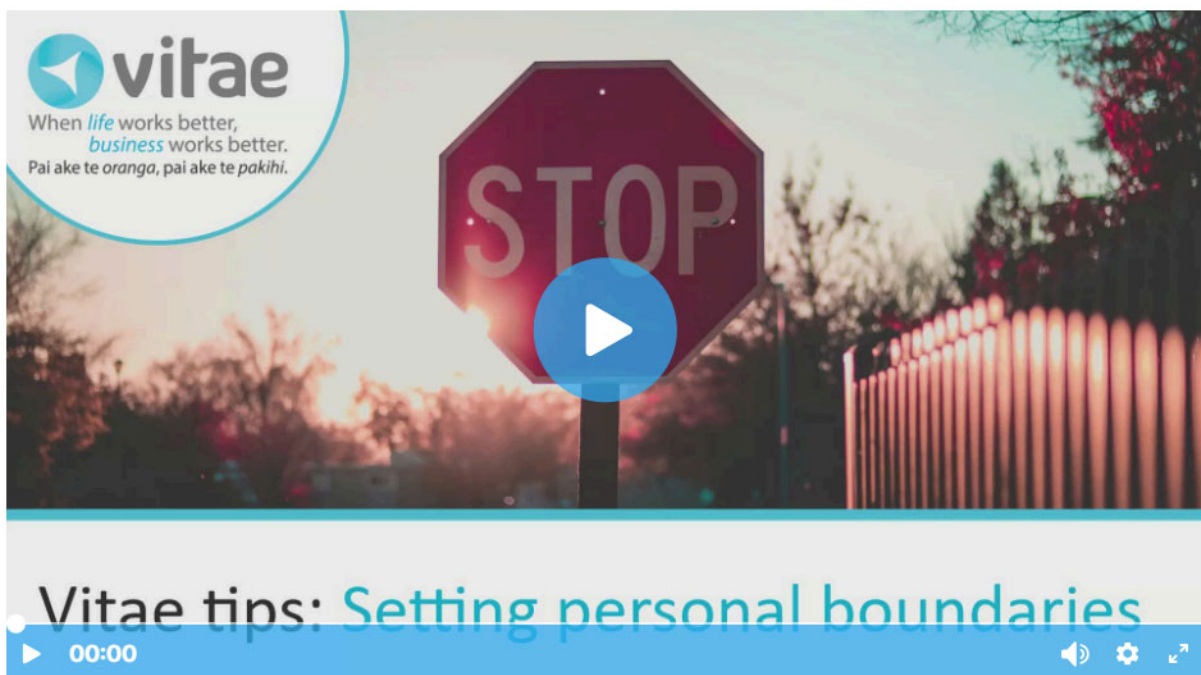
December 2025

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Tip sheet: Setting personal boundaries



Establishing personal boundaries is
crucial for self-care and healthy

relationships. Here's how you can start:

How to set your boundaries

Be aware of yourself

Identify your values, needs and limits. Practice self-awareness to know when your boundary has been crossed so you can address it promptly.



Prioritise your wellbeing

Learn to say 'no' when you really don't have the time or capacity to say yes.

Allow for change

Remember, boundaries can evolve and may be different with different people. Regularly reassess and adjust them as needed.

Embrace self-compassion

Setting boundaries isn't selfish; it's a form of self-respect.

Communicate consistently

Communicate these boundaries clearly and assertively to other people. Be consistent in upholding your limits, reinforcing their importance to you and other people.

Seek support

Surround yourself with respectful people, creating a positive and nurturing environment that supports your wellbeing.

When you feel guilty or wrong to prioritise yourself, that's usually the signal that something isn't right and it's time to act.

Ultimately, setting and staying true to your personal boundaries empowers you to live authentically and safeguards your mental and emotional health.

Vitae services over the holidays

Vitae is open every day of the year, 24/7 to support you and your people. For the holiday period, especially **24 December 2025 - 5 January 2026**, we have a smaller than usual complement of staff working, and service will be limited to our counselling and critical incident response.



Please be assured that we will still be available 24/7 for urgent needs, including manager assist calls.

Counselling

We'll still have counsellors available, but people might be asked to consider online sessions during this time, or to wait if there's a specific person they want to see.

Additional counselling sessions

We'll continue to process requests for these, but there can be delays, especially if the usual authorised approvers are on leave over the holidays. Please let us know at counsellingextensions@vitae.co.nz if there are any special instructions for approving additional sessions, including a date for return to usual business.

Referrals for a formal assessment and report

We will continue to process any referrals that come through from managers up until 24 December, allocating whatever we can to available practitioners, but there may be delays in responding, allocating and receiving a final report until normal services resume on **Monday 14 January 2026**. Any new referrals received in December won't be completed till the new year.

For all other services, we will manage any referrals that come through from **Monday 5 January 2026** as our staffing capacity lifts.

Training opportunities: Dec 2025

Interactive Microsoft Teams community workshops every Wednesday 11:00am-12:00pm. Registrations are \$50+GST per person and capped at 2 participants per

business for each workshop.

Wednesday 3 Dec

Managing Workloads and Pressure

Wednesday 10 Dec

Creating a Workplace Wellbeing Action Plan

To book a wellbeing workshop for any of the above topics or other content for your workplace or team, contact workshops@vitae.co.nz

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communications@vitae.co.nz

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When *life* works better,
business works better.
Pai ake te *oranga*, pai ake te *pakihi*.