

# Sharing personal information at work

It's okay to keep parts of your life private at work. You shouldn't feel pressured to talk about things that make you uncomfortable or to share things you don't want to.

One way to feel safe and comfortable at work and at home is to set **boundaries**.



**Boundaries** are the limits you have with other people that make you feel comfortable. For example, you can have a boundary for how much personal information you feel comfortable sharing.

People usually have different boundaries with different people. People often have stronger boundaries with their co-workers than with friends or family, because they want to keep their private life separate from their work.

## Setting boundaries at work

It can be hard to set boundaries with other people because we don't want to be rude or hurt their feelings. But it's important that you don't feel pressured into talking about or doing things that make you uncomfortable.

Here are some tips for setting boundaries around your personal information at work:

- Decide how much personal information you feel comfortable sharing. Decide what parts of your private life you don't want to talk about at work.
- If someone asks a question you're uncomfortable with, let them know that you don't like to share that information
- Stick with your boundaries as long as they make you comfortable. If you decide you'd rather share more or less of your personal information, you can always change your boundaries.
- Respect other people's boundaries when you learn about them



## What to say about your boundaries

Here are some things you can say if someone is asking about personal information you don't want to share:

- "I'd rather not talk about this at work."
- "Do you mind if we talk about something else?"
- "I like to keep my private life to myself. But I'd love to talk about the tv show we both love, instead!"