



Work-Home Boundary Work Tactics

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Balancing Borders and Bridges: Negotiating the Work-Home Interface via Boundary Work Tactics

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Name	Description	Example
<i>Behavioral Tactics</i>		
Using other people	Utilizing the skills and availability of other individuals who can help with the work-home boundary	Have staff members screen calls
Leveraging Technology	Using technology to facilitate boundary work	Caller ID, voicemail, portable scheduling tool (blackberry, palm pilot, etc.)
Invoking Triage	Prioritizing seemingly urgent and important work and home demands	Prioritizing work and home emergencies
Allowing Differential Permeability	Choosing which specific aspects of work-home life will or will not be permeable	Bringing home physical work but not the emotional baggage
<i>Temporal Tactics</i>		
Controlling Work Time	Manipulations of one's regular or sporadic plans	Banking time from work or home domain to be used later, blocking off segments of time, deciding <i>when</i> to do various aspects of work
Finding Respite	Removing oneself from work-home demands for a significant amount of time	Vacations, retreats, getaways
<i>Physical Tactics</i>		
Adapting Physical Boundaries	Erecting or dismantling physical borders or barriers between work and home domains	Creating transition rituals between work and home; if working from home, driving to get a coffee or going for a walk before starting work
Manipulating Physical Space	Creating or reducing a physical distance or "no man's land" between the work and home domains	If working from home, setting up a particular space designated specifically for work
Managing Physical Artifacts	Using tangible items to separate or blend aspects of each domain	Separate or combined calendars, key chains, etc. for work and home.
<i>Communicative Tactics</i>		
Setting Expectations	Managing expectations in advance of a work-home boundary violation	Making preferences clear with family and co-workers ahead of time
Confronting Violators	Telling violator(s) of work-home boundaries either during or after a boundary violation	Informing colleagues to stop calling you at home for frivolous reasons