

WHEN YOUR TOXIC BOSS INTERFERES WITH YOUR PERSONAL TIME, IT'S TIME TO USE THE B-WORD

Toxic Boss Gets Shut Down

Story by [Anthony Banks](#)

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When you nearly finish your day's work, your boss drops your co-worker Slacker Stan's weekly work on your desk. Again.

"You're so much better at doing these than Stan is," your Bad Boss says. "I know I can count on you to do it right."

Your next move might feel uncomfortable to you, but the time has come for you to use the B-word ... Boundaries.

"If you want me to do Stan's projects," you say, "which projects of mine do you want me to drop to make time for them?"

Your question asserts that your boss does his or her job as a boss by taking responsibility for such a decision.

"Can't you just stay longer for a few more nights to get it all done?" Bad Boss asks.

Of course you could, but that's not the point. Your Bad Boss' inappropriate asks have become a pattern. Don't fall for it. Protect your evenings, your weekends, your family time and your creative time!

"I have prior commitments now every evening and weekend that I must honor," you assert professionally, but firmly.

"What prior commitments?" your boss asks, and not out of consideration for your time.

Don't give Bad Boss an opening to put down your personal or creative endeavors.

"Those are private matters," you reply.

That reply is how you care for your own psychological safety!

"You're not being a good team player," Bad Boss has the audacity to say to you, while Slacker Stan has his feet up on his desk, laughing at whatever he's looking at on his cell phone.

Don't fall for the trap of replying that your boss' treatment of you isn't fair, although that's a truth which your boss will surely argue and try to justify if you give your boss the chance.

"If you want me to do Stan's projects by Friday," you state calmly, "I need your answer now. Which projects of mine do you want me to drop to make time to do Stan's projects?"

"Let me think about it," Bad Boss says. Before you object to that stall tactic, Bad Boss quickly adds, "I'll let you know before 5 o'clock today."

Whether your boss gives you an answer in the hallway, in the breakroom, in the restroom, in his/her office when you walk in there later, or if Bad Boss won't give you an answer, you send a recap email to your boss immediately after your boss answers, or by 5 o'clock today, putting your conversation in writing. Include the details that Stan had his feet up on his desk while laughing about his cell phone content as you and your boss had this conversation. Send the email requiring a receipt when Bad Boss opens your email, not only

when that email is received. Then print for your records your email and any reply to it from your boss, along with your “email opened” notification, if you get one. This documentation adds to your protection at work.

Now leave work on time every day determined to enjoy your evening, your family time, and your creative activity.

Working in corporate environments these days requires strategies for you to move well within them, while at the same time, it requires you to take care of yourself and your own mental health, and to reduce your stress. Don’t just suffer in silence at work indefinitely.

After the healthy boundary you put in place at work today, your Bad Boss will probably hunt for a more agreeable target to exploit.

At home, you enjoy your personal time, your family time, and your favorite creative activity, and if you like, share your creativity with the world.

*Anthony Banks is a Personal Development and Certified Leadership Coach, and a Creative. If you want to learn many more tools to protect your boundaries at work, download his free resource guide, **The Corporate Boundary Blueprint: How to Survive Workplace Chaos, and Reclaim Focus and Time for Your Own Future** on the home page of his website NextBestSeason.com.*

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