Weekly Boundary Log Template

For Remote Work Toxic Manager Documentation

How to Use This Template

Set aside 10-15 minutes every Sunday evening (or Monday morning) to document what happened during the week. This isn't about being paranoid—it's about creating clarity for yourself and protection if things escalate.

Why document? When everything happens over Slack and video calls, it's easy to gaslight yourself. A log helps you see patterns you might otherwise miss or dismiss. If you need to involve HR or explain why you're leaving, you'll have specific examples, not just vague feelings.

Weekly Log Entry

Week of: _____

1. Boundary Violations This Week

Document each incident with as much specificity as possible:

Date/Time:	
What Happened:	
How I Responded:	
Evidence:	

Example:

> Sunday, Jan 21, 4:15 PM – Manager called 3 times while I was at a family event. Messages asked 'Where are you?' and 'Need you to review this now.'

2. Microaggressions or Dismissive Behavior

Comments that felt condescending, tone that made you feel incompetent, unreasonable criticism:

3. Pattern Check

- Is this the ___ weekend in a row with contact?
- Is this similar to what happened last week?
- Are others experiencing this too? (If yes, who?)

4. Boundary I Attempted This Week

What boundary did you try to set? Did it work? How did they respond?

5. How I'm Feeling

Anxious, angry, defeated, confused? This matters. Burnout from toxic management is real.

Documentation Tips

• **Be specific with dates and times.** 'My manager contacts me on weekends' is vague. 'My manager called me 3 times on Sunday, January 21st between 4:15-5:30 PM' is documentation.

• **Include context.** Was it actually urgent? Did you set a boundary previously that was ignored? What was the impact on you?

• **Save evidence.** Screenshots of messages, call logs, emails. Store them in a folder separate from your work computer if possible.

• **Track your boundary-setting attempts.** If you eventually need to escalate, you want to show you tried to resolve this professionally first.

• **Note emotional impact.** If you're writing 'anxious, dreading Monday' for six weeks straight, that's burnout. That's data.

• **Look for patterns.** One bad weekend might be a fluke. Four in a row with the same behavior is a pattern you can point to.

When to Use This Documentation

• **For your own clarity.** To see if things are improving, staying the same, or getting worse.

• **Before involving HR.** Specific incidents with dates are much more powerful than vague complaints.

• **When planning your exit.** If you decide to leave, this documentation helps you explain the situation to recruiters or new employers without sounding bitter.

• **For legal protection.** If the situation escalates to retaliation or harassment, you have a contemporaneous record.