Here are some key items to consider when setting personal boundaries in your workplace:

1. **Identify your personal limits:** It's important to understand what you are comfortable with and what you are not when it comes to your personal space, time, and energy. This will help you communicate your boundaries effectively to your colleagues.

2. **Communicate your boundaries clearly:** Once you've identified your personal limits, you need to communicate them clearly to your colleagues. Be assertive but respectful, and explain why you need to set these boundaries.

3. **Learn to say no:** Saying no is one of the most important ways to set boundaries in the workplace. You can say no to tasks or responsibilities that you don't have the time, energy, or expertise for, and delegate or ask for help when needed.

4. **Manage your time effectively:** Setting clear boundaries around your time is essential for maintaining a healthy work-life balance. Prioritize your tasks and be realistic about what you can accomplish in a day, and avoid over-committing yourself.

5. **Take breaks:** Taking regular breaks throughout the day can help you recharge your energy and maintain your focus. Set boundaries around when and how often you take breaks, and communicate them to your colleagues.

6. **Avoid over-sharing personal information:** While it's important to build relationships with your colleagues, it's also important to maintain a level of professional distance. Avoid sharing too much personal information that could make you feel uncomfortable or vulnerable.

7. **Address violations promptly:** If someone violates your boundaries, address it promptly and assertively. Explain how their behavior is impacting you and ask them to stop.

Remember, setting personal boundaries in the workplace is important for your mental and emotional wellbeing. Don't be afraid to set boundaries, communicate them clearly, and enforce them when necessary.