

## THE BALANCING ACT: MANAGING A CAREER AND FAMILY NOTES (KEY)

Complete each section with information from the slide presentation.

Advantages	Disadvantages	Multiple Roles	Family
<ul style="list-style-type: none"><li>• Abundance of jobs</li><li>• Advancement opportunities</li><li>• Fast pace and variety</li><li>• Meeting people</li><li>• Pleasant workplace</li><li>• Travel</li></ul>	<ul style="list-style-type: none"><li>• Hours of work</li><li>• Relocation</li><li>• Stress</li><li>• Working conditions</li></ul>	<ul style="list-style-type: none"><li>• Adult</li><li>• Employee</li><li>• Citizen</li><li>• Spouse</li><li>• Parent</li><li>• Community member</li><li>• Neighbor</li><li>• Other</li></ul>	<ul style="list-style-type: none"><li>• May consist of:<ul style="list-style-type: none"><li>• Spouse</li><li>• Children</li><li>• Grandparents</li><li>• Brothers and sisters</li><li>• Step-children</li><li>• Other relatives</li></ul></li></ul>

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Time Saving Techniques	Managing Your Energy	Leisure Activities
<ul style="list-style-type: none"><li>• Avoid procrastination</li><li>• Avoid time wasters</li><li>• Be flexible</li><li>• Do it right the first time</li><li>• Make a To Do list</li><li>• Practice work simplification</li><li>• Prevent interruptions</li><li>• Set goals</li><li>• Stay organized</li><li>• Take a break</li><li>• Use a calculator</li><li>• Use small amounts of time</li></ul>	<ul style="list-style-type: none"><li>• Amount changes daily</li><li>• Identify your peak period</li><li>• Levels vary with age</li><li>• Increase levels by:<ul style="list-style-type: none"><li>• Getting plenty of rest</li><li>• Eating healthy food</li><li>• Exercising regularly</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Hobbies</li><li>• Vacations</li><li>• Community activities</li><li>• Reflection</li></ul>