

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

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

Complete each section with information from the slide presentation.

Time Saving Techniques

- Avoid procrastinations
- Avoid time wasters
- Be flexible
- Do it right the first time
- Make a To Do list
- Practice work simplification
- Prevent interruptions
- Set goals
- Stay organized
- Take a break
- Use small amounts of time
- Use a calendar

Managing Your Energy

- Amount changes daily
- Identify your peak period
- Levels vary with age
- Increase levels by:
 - Eating healthy food
 - Exercising regularly
 - Getting plenty of rest

Leisure Activities

- Community activities
- Hobbies
- Reflection
- Vacations