THE BALANCING ACT
Managing a Career and Family
Hotel Management
Hotel and Resorts provide amenities, service and accommodations at varying price levels. It can be a fabulous place to work.

But there are advantages and disadvantages to working in the travel and tourism industry.
There are many advantages to working in the hotel industry. Listed above are a few.

Can you think of any others?
Careers in the hotel industry can be stressful and physically demanding.

The hours are long and may include nights, weekends, and holidays.

Can you name any other disadvantages to a career in the hotel industry?
Multiple Roles

- Adult
- Employee
- Citizen
- Spouse
- Parent
- Community member
- Neighbor
- Other

- Adult – We have to grow up!
- Employee – This role will require that you be at work on time and perform your job well
- Citizen – This role will require you to be informed about current events and vote
- Spouse and parent - These roles add responsibility for relating to and taking care of others
- Community member and neighbor – These roles may include responsibilities of organizing and participating in community activities
- Other – These roles may include being a member of an athletic club, music group or other special interest groups
Family

• May consist of:
  • Spouse
  • Children
  • Grandparents
  • Brothers and sisters
  • Step-children
  • Other relatives

The functions of families are:
• meeting the basic needs of family members such as food, shelter, clothing and education
• giving emotional support such as helping each other during difficult times
• teaching values, such as right from wrong, and what is most important in life
• passing on culture and traditions, such as teaching children how to get along with other people, and about their family heritage

What does your family consist of?
Click on hyperlink to view video: Families Struggling for Work-Life Balance

A new study released from the Pew Research Center found 37% of mothers say they want to work fulltime, due, in large part, to the recession and financial insecurity.

Time and Energy Management
Time Saving Techniques

- Avoid procrastination
- 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

Take advantage of these tips to make time work for you.
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

Understanding when we perform our best and what affects our energy can help us with our work.
Leisure Activities

- Community activities
- Hobbies
- Reflection
- Vacations

Leisure time is the time you have free from work and other duties.

This time can include:
- Community activities
  - participating in festivals, concerts or other local activities
- Hobbies
  - building
  - crafting
  - drawing
  - reading
- Reflection
  - taking time for yourself by yourself
- Vacations
  - visiting family in other cities
  - visiting amusement parks

What is your favorite leisure activity?
Questions?
References and Resources

Images:
• Microsoft Office Clip Art: Used with permission from Microsoft.

Textbooks:

Video(s):
• Families Struggling for Work-Life Balance
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