### Advantages
- Abundance of jobs
- Advancement opportunities
- Fast pace and variety
- Meeting people
- Pleasant workplace
- Travel

### Disadvantages
- Hours of work
- Relocation
- Stress
- Working conditions

### Multiple Roles
- Adult
- Employee
- Citizen
- Spouse
- Parent
- Community member
- Neighbor
- Other

### Family
- May consist of:
  - 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.

<table>
<thead>
<tr>
<th>Time Saving Techniques</th>
<th>Managing Your Energy</th>
<th>Leisure Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid procrastination</td>
<td>Amount changes daily</td>
<td>• Hobbies</td>
</tr>
<tr>
<td>Avoid time wasters</td>
<td>Identify your peak period</td>
<td>• Community activities</td>
</tr>
<tr>
<td>Be flexible</td>
<td>Levels vary with age</td>
<td>• Reflection</td>
</tr>
<tr>
<td>Do it right the first time</td>
<td>Increase levels by:</td>
<td>• Vacations</td>
</tr>
<tr>
<td>Make a To Do list</td>
<td>• Eating healthy food</td>
<td></td>
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<tr>
<td>Practice work simplification</td>
<td>• Exercising regularly</td>
<td></td>
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<tr>
<td>Prevent interruptions</td>
<td>• Getting plenty of rest</td>
<td></td>
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<tr>
<td>Set goals</td>
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<tr>
<td>Stay organized</td>
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<tr>
<td>Take a break</td>
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<tr>
<td>Use small amounts of time</td>
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<tr>
<td>Use a calendar</td>
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</tr>
</tbody>
</table>

The Balancing Act: Managing a Career and Family - Travel and Tourism
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