The Balancing Act
Managing a Career and Family
Principles of Hospitality and Tourism
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Working in Hospitality and Tourism
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
Families Struggling for Work-Life Balance
(click on link)
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 a calendar
- Use small amounts of time
Managing Your Energy

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

- Hobbies
- Vacations
- Community activities
- Reflection
Questions?
References and Resources

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

Textbooks:

Video(s):
• 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.

  [link](http://www.nbcnews.com/video/nightly-news/51186744/#51186744)