In the Balance Notes (Key)

What Is It?
- Career
- Self
- Friends
- Family

What Changes the Balance?
- Age
- Role
- Wealth
- Children
- Marriage

The Benefits of Balance
- Increased Productivity
- Improved Mental and Physical Health
- Increased Morale
- Achievement, Enjoyment and a Happier Self

Signs of Improper Balance
- Health Risks
- Absenteeism
- Burnout
- Stress

Name___________________________________________
Period__________________________Date______________________________
How to Manage Balance

- Stay Flexible
- Learn to Say No
- Break up Large Tasks
- Delegate
- Set Achievable Goals

Time Management

How to Manage Stress

- Get enough sleep
- Leave Home at Home & Work at Work
- Schedule your time
- Eat Well
- Exercise

Stress Management
Hotel Industry Stress

- Long hours
- Poor working conditions
- Unusual hours
- Relocation
- Fast paced working conditions
- Demanding or irritated guests
- A variety of jobs or tasks
- Difficult and/or dangerous tasks
- Juggling different tasks