In the Balance

Hotel Management
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Objectives

1. Understand what changes affect a work-life balance
2. Analyze the importance of balancing a career, family and leisure activities
3. Use scientific methods to assess stress levels
4. Implement stress management techniques
WLB – What Is It?

SELF

Career

Friends

Family
A Changing Balance

- Wealth
- Age
- Role
- Marriage
- Children

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Benefits of Balance

- Increased Productivity
- Improved Mental & Physical Health
- Increased Morale

Achievement, Enjoyment and a Happier Self
Signs of an Imbalance

- Heath Risks
- Absenteeism
- Burnout
- Stress

Self
How to Manage an Imbalance

1. Learn to Say No
2. Stay Flexible
3. Break Up Large Tasks
4. Delegate
5. Set Accurate Goals

Time Management
Hotel Industry Stress

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

- Leave Home at Home & Work at Work
- Schedule Your Time
- Getting Enough Sleep
- Eating Well
- Exercise

Stress Management

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- Microsoft Office Clip Art: Used with permission from Microsoft.

Textbooks:

Websites:
- Center for Disease Control and Prevention, Department of Health and Human Services
  Stress-o-Meter is a short quiz for kids designed to profile your personal stress level.
  http://www.bam.gov/sub_yourlife/yourlife_stressometer.html#

YouTube™:
- Mobile Art Hanging in the Balance
  Brainerd Newscast – In Focus Feature
  http://youtu.be/zGbaln72g