

# How to Get a Job and Keep It: Balancing Work and Life

**Q1: What positive skills do you demonstrate when you are consistently on time for commitments and appointments at work?**

A1: I am diligent, dependable, and respectful of others' time; it also builds the confidence that others have in me; increases my credibility.

**Q2: Using a personal organizer or an online calendar are great tools for managing your work. How can using either one help with punctuality?**

A2: Keeps schedule and commitments in front of me; if I write commitments down I'm more likely to remember them; keeps all commitments in a convenient and reliable place so I don't have to search for notes; I can schedule alerts for reminders.

**Q3: What are important things to include in your organizer?**

A3: Weekly meetings, appointments, important dates and deadlines.

**Q4: How can using a "Time Tracker" help you?**

A4: Can help estimate how much time it will take to complete projects; helps me learn how long typical tasks take so I can become more efficient.

**Q5: Planning your day and managing time is important. How can you make better use of your time by not scheduling events during "off-peak" times?**

A5: Take 30 minutes to get settled in the morning before your first meeting, avoid scheduling meetings right after lunch, avoid scheduling before-working-hours events, and add 10 minutes to the start time of an appointment.

**Q6: Tardiness is frowned upon by employers. What are some ways to ensure you will get to work on time?**

A6: Wake up early, get plenty of sleep, plan ahead, organize things you will need, have a set bathroom time goal, and plan your transportation (Including: Using Google Maps to plan route based on historical traffic data.)

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**Q7: What are two things you can do first thing each day to prevent losing valuable time in your work?**

A7: Say hello to co-workers, but limit time socializing; make and prioritize a daily to-do list and stick to it.

**Q8: What is meant by the phrase “Working Smarter, Not Harder”?**

A8: It means finding ways of being more productive, eliminating “time-sucking” activities, being aware and limiting time spent socializing.

**Q9: What are some of the benefits of using a calendar/schedule?**

A9: You can record thoughts, plan important tasks, and track time spent on producing results.

**Q10: What are things you can do to manage your time and to help reduce stress?**

A10: Know your limits and pace yourself; learn to politely say no before agreeing to take on optional extra work (if possible).

**Q11: What are ways personal problems can negatively impact your work?**

A11: I may be consistently late for work, unproductive, calling in sick frequently, missing deadlines, being rude to colleagues, isolating from colleagues, and neglecting personal hygiene.

**Q12: What are some of the common personal issues we bring into the workplace?**

A12: Health challenges, family issues, romantic relationship drama, and financial problems.

**Q13: Sometimes sharing personal information with your employer is necessary. What questions should you consider before sharing personal issues with your employer?**

A13: Is your employer supportive and someone you can trust? Is this a situation you feel comfortable with in discussing? Can you realistically handle this situation during non-work hours?

**Q14: Personal issues can affect your work. What are some of the pitfalls to avoid that can impact you and your team?**

A14: Not making up lost work, not asking for suggestions from your supervisor, or showing a lack of willingness to get your job requirements met.

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**Q15: What resources might be available from your organization to assist you in dealing with a difficult health or personal issue that is affecting your work?**

A15: Be clear on the policies on sick leave and personal days, EAP (employee assistance program) for issues like substance abuse, marriage and family counseling, financial hardship, and workplace conflict.

**Q16: Organization is like any other skill. What are the benefits organizational skills?**

A16: Spend less time searching for misplaced items, completing work in a timely manner, and sends a positive message to colleagues.

**Q17: What three “real questions” should you ask about your To Do list?**

A17: Does anyone really need to do this task? If so, am I the most appropriate person to do it? Is there a shorter or simpler way to do this?

**Q18: What two categories can all tasks on your To Do lists be divided into?**

A18: Those that have to be done at a specific time (filing a quarterly report), and those that are open-ended (re-organizing your filing system).

**Q19: What are ways to stay organized using technology wisely?**

A19: Keep phone numbers and often used data on your mobile phone and computer, use online organizers you can access via computer and phone, use pop-up reminders for meetings and deadlines.

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## WRAP UP:

- ⇒ Ideas and tools from this webinar that you can make a commitment to improve on include:
  - Use a to-do list to manage projects and deadlines
  - Using a time-tracker app/program
  - Effectively managing time using a calendar/organizer
  - Avoiding “time sucking” activities
  
- ⇒ Using to-do lists are an important and productive way in managing your workload. You can benefit using them by:
  - Having a visual “snapshot” of the current workload
  - Dividing tasks into categories of importance or deadlines
  - It give a sense of accomplishment
  - Encourages stronger organizational skills
  
- ⇒ It’s important to keep a balance between work and life. When the lines between the two become blurred, the following are resources to can provide assistance when needed. They include:
  - Contacting the EAP (Employee Assistance Program)
  - Speaking with your supervisor, HR, or close friend/family member.

At all cost, avoid pitfalls like getting behind in work, tardiness, and lack of willingness to meet job requirements.

## FINAL THOUGHT:

At work you can create your own best Work-Life Balance by making sure you not only Achieve, but also reflect the joy of the job, and the joy of life, every day. If nobody pats you on the back today, pat yourself on the back. And help others to do the same.

When you are clearly a person that not only gets things done, but also enjoys the doing, it attracts people to you. They want you on their team and they want to be on your team.