



10 Tips for Balancing Your Career

1. Arrive early and be ready to start on time.
2. Read everything possible about your job, company and industry.
3. Ask questions relevant to your job. Attend classes that enhance knowledge and performance.
4. Listen to your peers and learn from their experience in the business. Lend support for peers when job demands it. Help create an environment conducive to productivity.
5. Request feedback from your boss on your performance. Solicit your boss' knowledge and experience. Learn what rewards are available for superior effort.
6. Use your commute time to (a) organize your day, (b) prepare a "to do" list, (c) plan meals, (d) create a shopping list, (e) jot down unfinished business, (f) tape record letters and memos, (g) listen to educational/motivational tapes, (h) sing with the radio or your favorite tape.
7. Use your lunchtime productively: read a book, buy gas, make personal phone calls, shop for groceries, take a nap, visit the drycleaners, schedule a doctor's appointment, go holiday shopping - buy one gift each lunch break, think about ways to improve your balance, get your car washed, write a letter, take a walk/exercise, etc.
8. Compliment your boss for her/his contribution when s/he helps you with your career.
9. Next time you get a raise, establish a direct deposit to a special savings account to be used only for "leisure balancing" purposes.
10. Collect everything you need to take with you the next day and put it in the car or by the door before going to bed. Don't expect sympathy or special consideration at work because your child kept you up at night. Check on childcare only at breaks and no more than once a day.

Patti Hathaway, CSP, The CHANGE AGENT, is one of fewer than 7% women worldwide to have earned the Certified Speaking Professional designation from the National Speakers Association for her proven presentation skills. She managed a very business career as well as her husband and 2 sons. She is a Business Advisor and the author of 6 books that have been translated into 5 languages and have sold over 100,000 copies. Patti solves your people challenges by providing highly customized solutions to meet your needs. Contact Patti at 1-800-339-0973 or at her web site: www.thechangeagent.com for information on her speaking and consulting services or to receive her free e-mail newsletter/blog.

