



Career and Life Balance

This activity was created to be used primarily with:

12. Career and Life Management

Secondary skills include:

1. Creativity and Innovation
3. Initiative and Self-Direction
5. Work Ethic
8. Respect for Diversity
9. Customer Service Orientation
10. Teamwork
14. Efficiency and Productivity
20. Professionalism

1. **Teacher will define Career and Life Management as:**

recognizing the importance of education and career planning (e.g., minimum job qualifications, advancement and professional-development opportunities)

identifying available benefits and professional resources (e.g., labor unions, professional organizations, employee-assistance programs, insurance and retirement benefits)

managing personal growth and wellness (e.g., stress management, self-care, financial planning)

setting goals (e.g., specific, measurable, attainable, realistic, time-bound [SMART] goals)

<p>Note. Career and Life Management skills offer many crossover skill teaching opportunities for reinforcement.</p>
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2. Teacher will present various strategies students could use to improve their career and life balance.

3. Teachers will take learners through the following questions and have students privately gauge what is really important to them. Rank the following between 1 and 10, with 1 being of the highest importance. (see the following page)



Career:

Health insurance
Other benefits from employer (e.g., time off)
Retirement investment
Starting annual salary of \$ ____
To work for an organization that supports the community
Travel for work ____% (preferred)
Education or continued professional development
Handling after-hours work expectations during time off
Evaluations and potential for salary growth (i.e., raises)
Potential for promotion
Willingness to spend time working and away from personal time and goals
Average work week of ____ hours
Supportive work environment
Willingness and ability to handle work stress
Job satisfaction

Life:

Owning a car
Owning a house
Owning a pet
Investment opportunities
Health, mental and physical
Strong family relationships
Taking care of family members (e.g., your mother or father)
Getting married by ____ (preferred) age
Starting a family by ____ (preferred) age
Personal travel for pleasure
Restaurants and nightlife (personal) or social life
Art and entertainment
Strong friendships
Self-care
National service or military
Volunteering or philanthropy (including donations to charity)
Happiness

4. Students should examine their answers, especially when they have gone to either extreme. Find items in the career list and the life list that connect and see if they are in contradiction or conflict.

Additional resources:

How's your work/life balance? Here are 4 questions for figuring that out:

<https://www.poynter.org/newsletters/2015/hows-your-worklife-balance-here-are-4-questions-for-figuring-that-out/>



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Good to Know: Work-Life Balance “Tests” Are a Thing Now in Interviews:

<https://www.themuse.com/advice/good-to-know-worklife-balance-tests-are-a-thing-now-in-interviews>