

Work-Life Balance

Directions:

1. Using the Internet, library or any other available resources, research and develop a list of at least 15 tips an employee can use to improve their family life as well as their workplace productivity.
2. Provide examples, strategies or ideas which will help employees implement the tips.
3. Attach a citation sheet listing all sources used to your list.
4. Participate in a class discussion to share your tips with the class.
5. Once all tips have been presented, write one or two paragraphs describing the importance of work-life balance and the effects of family life on workplace productivity to turn in to your instructor.