FINDING A WORK◄►FAMILY BALANCE

Working parents handle hectic schedules on the job and at home. For single parents, juggling responsibilities at both places is even harder. But managing it all can be done with less stress with planning.

Here are tips to help you cope with your family, jobs and other interests that often get squeezed out due to a time crunch.

HOME

✱ Set aside time to pursue an activity that feeds your soul. This "me time" could be a Yoga class, a hobby or just taking time to read a book. Make an appointment for yourself at least weekly [daily is ideal] and keep it.

FAMILY

✱ Set aside time to exercise for more energy and to protect your health. Walk at lunch if your schedule is tight after work.

CAREER

✱ Use technology to stay in touch with the office while attending your child's game or performance. Checking in by email or cell phone can take seconds or minutes compared to missing an event forever.

FRIENDS

✱ Seek a job at a family-friendly company if your current employer lacks the flexible schedule you need for children.

✱ Develop support networks made up of friends, family, neighbors, and church.

✱ Create a master family calendar so you can track activities, parties, appointments and errands and spot possible conflicts.

✱ Delegate. Let your children and spouse help with chores.

✱ Stay organized with to-do lists.

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800-Children (800-244-5373) Parent Helpline