



Work/Life Balance

Today, it is hard for many adults in the United States to find _____ time for both their work and their personal _____. Men and women have many _____. Some are things they have to do for their jobs. For example, they might have to _____ for work, or they might have to work extra hours to finish a _____. Others are things they need to do for themselves and their _____. For example, they have to cook, clean, and _____. People with children have to take care of them. How can busy adults handle all these responsibilities? Experts on work/life balance give this _____:

1. Prioritize. Ask yourself, "What is most _____?" You can't do everything. So write a _____ each day. Put a star next to the most important thing to do. Only do the important things on your list.

2. Say _____. You already have many responsibilities. When people ask you to do something extra, tell them you _____. Say, "I'm sorry, but I don't have the _____ right now."

3. Take some time for _____. Make sure you get a little time every day to do something you like. Watch a TV program, take a _____, get some exercise, or read. _____ of yourself so you will have the energy to take care of your _____ responsibilities.