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MANAGING THE DEMANDS OF WORK AND HOME

Carol R. GALGINAITIS

Managing the Demands of Work and Home

CAROL R. GALGINAITIS

Business Skills Express Series

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About the Business Skills Express Series

This expanding series of authoritative, concise, and fast-paced books delivers high-quality training on key business topics at a remarkably affordable cost. The series will help managers, supervisors, and frontline personnel in organizations of all sizes and types hone their business skills while enhancing job performance and career satisfaction.

Business Skills Express books are ideal for employee seminars, independent self-study, on-the-job training, and classroom-based instruction. Express books are also convenient-to-use references at work.

ABOUT THE AUTHOR

Carol R. Galginaitis is an experienced development specialist with Performance Systems, Inc., in Boston, where she designs and develops training materials for managing change in today's business environments. Ms. Galginaitis specializes in the areas of job performance, quality, product introduction, customer service, and new-hire orientation. Clients include Fidelity Investments, BayBank, and Continental Insurance. In addition, she develops in-house writing and skill development workshops.

PREFACE

Most of us lead lives jam-packed with deadlines, meetings, and social obligations. Children and parents, bosses and friends, neighbors and committee chairs all make continual and persistent demands on our time. It's often difficult to figure out what to do first and what to simply ignore. This book can help you find a way through the maze of your commitments. It will enable you to decide what really matters to you and to give these priorities the time and attention they deserve.

You won't be able to meet every challenge alone. It is important to recognize when you need assistance and to develop effective strategies for seeking it. *Managing the Demands of Work and Home* will show you where and how to ask for help so that you can find real, sustaining balance in your life.

Achieving a balance between the demands of work and home is a lifelong challenge. Like walking on a tightrope, you must periodically pause, recalibrate, redefine, and then proceed. Reading this book and putting some ideas into action represent the first steps in an ongoing, immensely rewarding journey toward finding greater joy and satisfaction in your life.

Enjoy the journey!

Carol Galginaitis

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