Finding a Balance: Managing Your Work and Life Responsibilities

Professional and Academic Development (PAD) Seminar Series
Friday, March 25, 2011 - 1:00 p.m. to 2:30 p.m.
Welcome Center Auditorium

Discussion Topics:

- What are some advantages of prioritizing work/life balance for myself?
- What are some strategies and specific tools for life and career planning, and how can I use these to create a fully integrated life?
- How can I prevent commitments from becoming overcommitments? (Learning when and how to say “yes,” “no,” or “yes, if...”).
- What are tips for juggling multiple responsibilities?
- How can I manage, and not be managed by, the constant flow of an e-mail?
- What stress management tips foster a work/life balance?

Moderator:
- Donald Haase, Associate Dean and Professor, College of Liberal Arts and Sciences
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Panelists:
- Felecia Lucht, Assistant Professor, Classical and Modern Languages, Literatures, and Cultures
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