



**8 out of 10 men say
being a good father is
a very important
key to success.**

1 **Tell Co-workers about Your Family Commitment**

Talk with your friends and boss at work about your desire to balance work and family. This will help show them that you won't sacrifice family for your job.

2 **Make Your Boss Your Ally**

Working with your boss requires honesty, trust, and hard work. Work with your boss to create ways that help you meet your duty to both your job and family. One great way is to record your progress on the job in a weekly report to your boss. This way, you are judged on what you do and not just when you're present.

3 **Stay Busy and Focused**

Get your job done during the day so you can get home to your family. Close your office door, hang a "Do Not Disturb" sign on your cubicle or simply avoid office gossip. Let people know that you mean business when it comes to getting the job done. At the end of the day, you can relax knowing that you put in a full day of work.

4 **Be a Team Player**

Offer to help your co-workers and manager on special projects. It's a great way to prove that you can be flexible when needed. Treat people the way that you want to be treated, and they'll help you balance your work and family.

5 **Be Choosy With Special Jobs**

Think before you agree to overtime work or special jobs. It may be tempting to have the extra money or respect, but it may mean you'll have less time with your family.



6 **Limit Work on Weekends, Vacations and Holidays**

Don't make a habit of working on your days off. You need time away from work to focus on family time. Have a co-worker cover your work during a vacation. This will keep you from worrying about it while you're gone.

7 **Be With Your Family Every Day**

Spend time every day with your children and, if married, with your wife. Don't limit family time to the weekends. Find times and events that are just for family. Tuck your kids into bed, take an evening walk, or simply have dinner or breakfast together. This will help you stay connected to your family. If you don't live with your children, try to spend as much time with them as you can. Find ways to talk with them every day over the phone or by e-mail.

8 **Show Your Family Commitment**

Display things like your children's artwork and family photos at the office so that everyone can see how committed you are to family. Also, keep a scheduled family commitment just like you keep a work commitment. People will quickly learn to respect both your time at work and with family.

9 **Use Work Benefits that Help You Balance Work and Family**

Your employer might offer benefits like flextime, shift swapping, telecommuting, paternity leave, or leave banks. Use them to help you with work and family time. If your employer doesn't have these benefits, talk with your human resources office about offering them.

10 **Make Career Decisions as a Family**

Try to find a job that limits stress when trying to balance work and family. As you consider new work or a promotion, compare the benefits of the job to how it will affect your family time.

