

Balancing SCHOOL AND PART-TIME WORK

THE IDEA OF SECURING A PART-TIME JOB AND EARNING YOUR OWN MONEY IS PRETTY EXCITING. As you begin exploring the possibility of part-time work and also going to school, think about whether getting a job is the right decision for you. To start, ask yourself the following questions:

Are my study habits as good as they need to be? Do I make good use of my available time? Will I be able to manage my schedule effectively if I take on a part-time job?

Work takes a lot of time and energy, so you need to make sure that you can handle employment, school, extra-curricular and other commitments. If you are considering working part-time, talk to someone such as your school counsellor about why you want to work and what type of position you're seeking. Simply explaining your goals to someone else can help you make decisions and figure out your priorities.

The pros of part-time work include: learning responsibility, time management

and communication skills; gaining work experience; and receiving a paycheque.

Some of the cons of too much part-time work are: insufficient time to focus on school, lack of sleep, less personal or social time, and conflicts with extracurricular activities.

Experts have estimated that anything over 15 hours per week of part-time work is too much if you're going to focus your energy on school work. Students should always let their employers know what their time limits are. If you are being pressured to work more hours than you can handle, you need to find a new place to work.

You have to weigh a number of factors when deciding whether or not to get a job. The important thing is to arm yourself with as much information as possible so you can figure out what choice makes the most sense for you. And don't forget to schedule in some relaxation and play time. Everyone needs some downtime to recharge their batteries. ●



TIPS FOR JOB SEEKERS



COMMUNICATION IS EVERYTHING

Communicating your thoughts effectively in a work environment is one of the most important skills to develop in order to get a job and for advancement up the ladder of success.

- 1 Apply for internship or shadow someone in a business environment where you can listen to how individuals express their ideas.
- 2 Express your ideas in class and use class time to improve your communication skills.
- 3 Get a part-time sales job. Working in sales is a great way to get used to speaking to people.
- 4 Practice talking to relatives and friends older than you. Any subject will do, know the facts (not just opinions) and present your point of view.

BUILD YOUR NETWORK

It's never too late – or too early – to start to build a network of mentors, contacts, advisors and potential employers. Networking begins by understanding that in the world of work, everything you do, everyone you meet is a potential player in your future. You never know who will be ready to assist you when the time comes to find a job or start up a business. Networking is more than just meeting people face-to-face, you can also do some virtual networking – use the Internet to let employers know you're looking for a job.

ATTITUDE AND GOAL SETTING

It's a fact that an optimistic 'can do' attitude can carry you a long way in landing and keeping a job. What would be your ideal career? Have you written down your goals and dreams with a plan of action on how to accomplish them? Why not? Most people say that they have a good idea of what they want to do in life but they don't write it down. Most everyone who has accomplished great things has written them down first. ●

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