

...first for results!

STUDENT VS. EMPLOYEE

HOW TO BE THE BEST AT BOTH

Written by Alex Butz

Data Entry/Summer Student, Norfolk Office

September kicks off the school year for high school and college/university students alike. But with the rising cost of tuition and other supplies, a part-time job may help earn the money needed to stay in school or even support other activities outside of school. But taking on a part-time job with school can make many students nervous. Questions like “Should I take on work with school commitments?” and “How much should I work?” are common concerns. What’s more, many students will



be balancing work with school for their first time and this can be very intimidating. While academic responsibilities will always remain the most important, your school work will increase and being able to balance work and school will help you to be successful in both fields.

Tips for balancing school and work

- ◆ **Talk to your employer:** Getting your employer involved in your school schedule will save you from stress in the future. Telling your employer your major school commitments early will help coordinate and accurate work and school schedule.
- ◆ **Manage time wisely:** Making sure you create a schedule with all of your work dates and school assignments or exams and make sure you stick to it. Avoid procrastination by setting realistic goals that you can accomplish.
- ◆ **Lower stress levels at work:** Having lots of tasks to do at your job can sap your energy making it difficult to complete school assignments. Some tips can help you from burning out including walking during breaks, communicating with your co-workers, and potentially taking on less work while on the job.
- ◆ **Keep your loved ones in route:** It can be easy to forget about your loved ones when work and school take so much out of you. Getting your loved ones involved in your busy life will relieve stress and provide comfort. Talk to your family about your studies, and help them understand the value of your school-work and work life.
- ◆ **Take advantage of financial aid:** By pursuing any academic scholarships or other financial aid resources this could cut your work hours which means you can spend more time on school work. It is recommended that you contact your school and community and see the types of financial aid that are available.
- ◆ **Add a little “you” time.** While keeping up work and school responsibilities is important a little bit of time to yourself can help relieve stress by focusing your thoughts elsewhere. Taking an hour or two out of your day to do something you enjoy (such as sports, TV, or social events) will not only decrease stress, but will let you enjoy things in life other than work and school.

F.Y.I.
All 2nd
Chance
offices will be
closed on
Monday, Sept.
7th for Labour
day and Fri-
day, Sept.
11th for Staff
Development .

