

Managing the Conflicting Demands of School, Work and Family



Managing the multiple demands of your career, school and personal life can be challenging, but you can be successful if you keep a few tips in mind:

[Be where you are](#)

Don't worry about what you *aren't* doing. Stay focused on the task at hand – don't worry about work when you are in class or studying, and don't let work or school interfere with spending quality time with your family and friends.

[Set a schedule for the week and get organized](#)

Plan segments of time for study, family, and other tasks that need to be done. Experiment with the best times for you to study and how frequently you need breaks. Also, figure out the best place to study where all of your materials are accessible and you can truly focus.

[Reward yourself](#)

You should plan a reward for sticking to your schedule or completing your work before a deadline. Choose something special and don't reward yourself if you don't follow through. Be careful about using food or alcohol as rewards.

[Remember that you are only human](#)

Nothing will get done well if you are emotionally and physically drained. Plan exercise and creative activities into your week to help keep you energized.

[Use your support system](#)

Discuss your expectations for school with your family and friends. Inform them about your schedule so that they know when you cannot be disturbed and when they can expect your full attention. Negotiate household duties – perhaps you can do more of your share of the housework on the weekends when you have more free time.

[Don't focus on getting straight A's](#)

Since you have already been accepted into graduate school, your focus should be on learning, not on getting 100% on every exam or ranking #1 in your class. You will need to let go of perfectionism at home for a while as well. Remember it is only temporary.

[Have some fun](#)

Make time to enjoy friends and family, watch a movie, and read non-academic books.

[Learn to say 'No'](#)

This is not the time to volunteer to run new initiatives at work or assume new family responsibilities if you don't have to. Just meeting your responsibilities at work, school, and home will be enough of a challenge for now.

[Know when you need help](#)

JHSAP is here for you whether you are having difficulties with study skills, family problems, or depression. We are a free, confidential service with years of experience helping students to succeed. For more information contact the Johns Hopkins Student Assistance Program at 443-287-7000 or visit our website at www.jhsap.org.