

Work and Family

COMMUNIQUE

September 2003

Volume VI Number 12

Dates to Remember

September 01 – Labor Day
September 07 – Grandparents Day
September 23 – Autumn Begins
September 27 – Rosh Hashanah

SCHOOL IS OPEN...

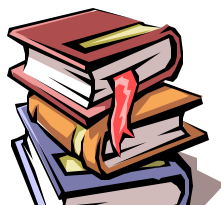


PLEASE DRIVE CAREFULLY!

BE AN EFFECTIVE HOMEWORK HELPER

Experts say that a parent should show interest in his child's homework but that the child must do the work. Your help should be just that – help. Here are some ways to do it:

- Help your child set up a comfortable place to work, with supplies handy.
- If your child procrastinates, set up a regular time for homework and enforce it.
- If he has trouble completing a long-term assignment, such as a book report, offer to help him break it down into chunks and put those on a daily schedule.
- If he needs help with a specific assignment, don't be too quick to jump in. Suggest that he might get help by calling another classmate. Ask questions that will help him figure out how to discover the answers needed, but don't give him the answers yourself. Encourage him to ask the teacher for help the next day if it seems he doesn't



- understand the assignment.
- Some kids like company when they do their homework. If your does, find some quiet task you can do nearby, such as paying bills or reading.

When kids get out of school for the day, they need time to shift gears, run off some energy, and eat a snack. Carving out time for homework can be tricky, especially as they get older and the load gets heavier. It is a good idea to help your child get into a routine, even if it varies from day to day. Children who are alone after school often fall into a pattern of watching too much television. Making a rule that homework comes before television motivates kids to use those home-alone hours more productively. When you do get home, be sure to check the work for completion and neatness. If they rush through their homework to get the television on sooner, this should be unacceptable.

KEEPING GOOD RECORDS

To help those who manage your estate – and to make your own financial management easier during your life – you should have a spot for keeping important records, and your executor should know where it is. Whether it is a filing cabinet, a bureau drawer, or organized boxes, your family archive should include copies of:

1. Insurance policies, wills, powers of attorney, and instructions for your executor, trustee, and guardian, including desires for funeral and burial arrangements
2. Real estate documents
3. Investment and debt records
4. Pension and Social Security records
5. Tax records, including income tax returns and supporting documents

6. Diskettes with records backed up or archived from your personal computer files (be sure to open the little "write-protection window" in the diskettes corner to prevent accidental erasing or overwriting of the data it contains)
7. A list of where other records are kept, such as a bank safe-deposit box, in your personal computer, or with your attorney, accountant, broker, or financial advisor.

MANAGING CHANGE

Change can be stressful. If you're asked to tackle an unfamiliar task or to try an unfamiliar way of doing things, you may feel insecure about your ability to do the job. Or, you may be concerned that you won't like the result of your work. It can be hard to break through the barrier of resistance that many of us automatically put up when our comfort or security is threatened. Ironically, the harder you fight the change, the more stressful it becomes. Work without change is work without growth and without satisfaction – in other words, work without change can put you at risk for "rustout," which can harm your mental and physical health. Being asked to make a change actually presents an ideal opportunity to turn stress into challenge. Taking an active role in the change gives you a feeling of control (which reduces stress) and probably will give you more options for making the change happen. In addition, the confidence you gain from taking positive action will help take the threat out of changes you'll face in the future. Don't try to swallow a big change all at once – make a plan that turns a big challenge into several smaller goals. Include a timetable for achieving each goal. The satisfaction you'll feel as a result of accomplishing one goal will give you momentum to go on to the next.

technological changes, the best way to protect your employability is to stay current with in-demand job skills. Take advantage of any on-the-job training programs and/or outside community education programs that are available. By demonstrating an interest in upgrading your job skills, you'll also be sending a positive message to management that you're interested in advancement and personal improvement. Continuing education also can enhance your personal life. You can expand your horizons through a history course, learn a new language, or find new applications for your computer. You will meet new people and explore new ideas. If you answer "yes" to the following questions, you may be ready to enroll in a continuing education program:

- Do you enjoy your work, but want additional challenges and opportunities?
- Do you like taking advantage of chances to learn new skills in your work?
- Does your work seem less stimulating now than it did in the past?
- Are you interested in understanding the views and opinions of others?
- Does finding new ways of doing things appeal to you?
- Do you routinely subscribe to journals and magazines so that you can keep up with new knowledge?
- Do you make an effort to or are you interested in maintaining and improving your writing and speaking skills?
- Do you keep up with current social and political issues?



LEARNING THROUGHOUT LIFE

In today's competitive business climate with its rapid

