

Assessment

Balancing Home and Career ***Third Edition***

The objectives of this book are:

- To explain the skills needed to manage home and business activities
- To provide experience solving case studies
- To present overall strategies for successful life management



Assessment Questions for *Balancing Home and Career, Third Edition*

Select the best response.

1. A crucial element in balancing home and career is:
 - A. A solid income
 - B. Leisure or personal time
2. Priorities and responsibilities for care and maintenance of the home should be discussed.
 - A. True
 - B. False
3. Children usually recognize the rewards they receive because parents work.
 - A. True
 - B. False
4. Children will become self-reliant adults if they concentrate on school work instead of home maintenance tasks.
 - A. True
 - B. False
5. Letting people know what is expected:
 - A. Puts you in charge
 - B. Helps avoid disappointment
6. If working long days keeps you from family or personal interests, you might try:
 - A. Trading a late evening at work for an early morning
 - B. Working at home when possible
 - C. Scheduling a day off to get organized
 - D. All of the above

7. Parents who relax expectations for meal preparation and household chores see:
 - A. Chaos at home
 - B. Reduced stress level
 - C. Poor nutrition
8. Whoever has responsibility for a household chore should be allowed to manage it.
 - A. True
 - B. False
9. Time-saving tips for planning and preparing meals include:
 - A. Posting a weekly menu
 - B. Having a central shopping list
 - C. Communicating with family members about their responsibilities
 - D. All of the above
10. If you feel you are taking on more responsibilities than others in your house, you should take the initiative in working out a more equitable plan.
 - A. True
 - B. False
11. Some techniques for decreasing stress at home include:
 - A. Organizing
 - B. Delegating
 - C. Both of the above
12. You can better control your performance at work by:
 - A. Scheduling regular monthly or quarterly meetings with your supervisor
 - B. Avoiding mistakes
 - C. Neither of the above
13. Giving your boss a brief overview of a temporary problem at home will jeopardize your position.
 - A. True
 - B. False

14. To enhance your productivity, you should consider:
- A. Listening to peers who have experience in the business
 - B. Asking your boss for feedback
 - C. Looking into training opportunities
 - D. All of the above
15. Depending on your means of transportation, you could use commuting time to:
- A. Plan meals and make grocery lists
 - B. Make phone calls
 - C. Tape record letters and memos
 - D. Listen to books on tape or educational tapes
 - E. All of the above
16. If job expectations are not clearly communicated, getting clarification is the responsibility of:
- A. The employee
 - B. The supervisor
17. Leisure activities can lead to a more productive work life.
- A. True
 - B. False
18. Doing something that you want to do should be a part of every day no matter how many responsibilities you have.
- A. True
 - B. False
19. You can improve your balance by:
- A. Taking yourself out to lunch everyday
 - B. Taking a 10-minute “time-out” when you get home
20. If your job has a high degree of contact with people, the most relaxing leisure activities might be:
- A. Social or team-oriented
 - B. Highly structured
 - C. Individual

21. If both parents have full-time jobs, they can alternate taking children to doctors' appointments.
- A. True
 - B. False
22. Children need both regular responsibilities at home and freedom to make some decisions.
- A. True
 - B. False
23. Investing time in finding quality childcare that is consistent with your values will help you find balance.
- A. True
 - B. False
24. When a child helps with household chores, you should:
- A. Expect adult standards
 - B. Check their work and correct if necessary
 - C. Offer clear guidelines at the beginning
 - D. Compensate with money or treats
 - E. All of the above
25. Parents should agree on the standards they will communicate to their children.
- A. True
 - B. False

Answer Key for
Balancing Home and Career, Third Edition

Recommended response (Corresponding workbook page)

1. B (3)	6. D (75)	11. C (35)	16. A (40)	21. A (61)
2. A (9)	7. B (69)	12. A (39)	17. A (11, 49)	22. A (62)
3. B (13)	8. A (70)	13. B (41, 47)	18. A (52)	23. A (63)
4. B (62)	9. D (25)	14. D (43)	19. B (60)	24. C (62)
5. B (21)	10. A (23)	15. E (44)	20. C (52)	25. A (84)