



<b>Task Number</b>	1	<b>Task Name</b>	Work Life Balance
<b>Course</b>	Year 12 Work Studies	<b>Faculty</b>	HSIE
<b>Teacher</b>	Mr Carter	<b>Head Teacher</b>	Mr Selwood
<b>Issue date</b>	<b>Term 2 Wk3</b>	<b>Due date</b>	<b>Term 2 Wk5 Thursday 29<sup>th</sup> May</b>
<b>Focus (Topic)</b>	Module 5: Managing Work Life Commitments	<b>Task Weighting</b>	25%

#### Outcomes

- 6. Applies self-management and teamwork skills
- 8. Assesses influences on people's working lives

#### Task description

##### Part One: Schedule

You are to record your work, study, leisure, travel and family activities for **seven consecutive days** using the schedule attached.

You are to record a detailed account of everything which you do over these seven days.

You are to ensure that this schedule is accurate and colour-coded into the categories listed on the attached schedule.

##### Part Two: Analysis of Schedule Report

You are to write a **500-word report** which analyses your schedule and provides recommendations on how you would change your schedule.

In your analysis of your schedule, ensure that you include the following:

- Number of hours spent on each colour-coded category
- Description of the type of activities which were undertaken for each colour-coded category
- Explanation of the **outcome** of each activity undertaken

In your **recommendations**, you must recommend specific changes to your schedule which will allow you to meet **ONE** of the following objectives:

- Increase the number of hours spent on **study** by 8 hours

Increase the number of hours spent on **leisure activities** by 8 hours