

# CHAPTER SUMMARY

## Section 17.1

### **Success in the Workplace**

Employers want employees who have character traits that show a desire to succeed. You must understand your role at work and be a good representative of the company. Maintain a positive attitude at work. Performance evaluations help companies recognize employee accomplishments, give constructive criticism, and advance deserving employees. A mentor is someone in the company who acts as a teacher and guide.

## Section 17.2

### **Balancing Multiple Roles**

Your many roles will come into conflict with each other at times. This conflict can have an impact on you and your relationships. Difficult situations, unrealistic expectations, and over-commitment can add to the stress. You must set priorities, reduce stress, and manage time to find balance. Support systems at home, in the community, and at work can help you manage multiple roles. There are many reasons to change jobs, but do not change jobs hastily.