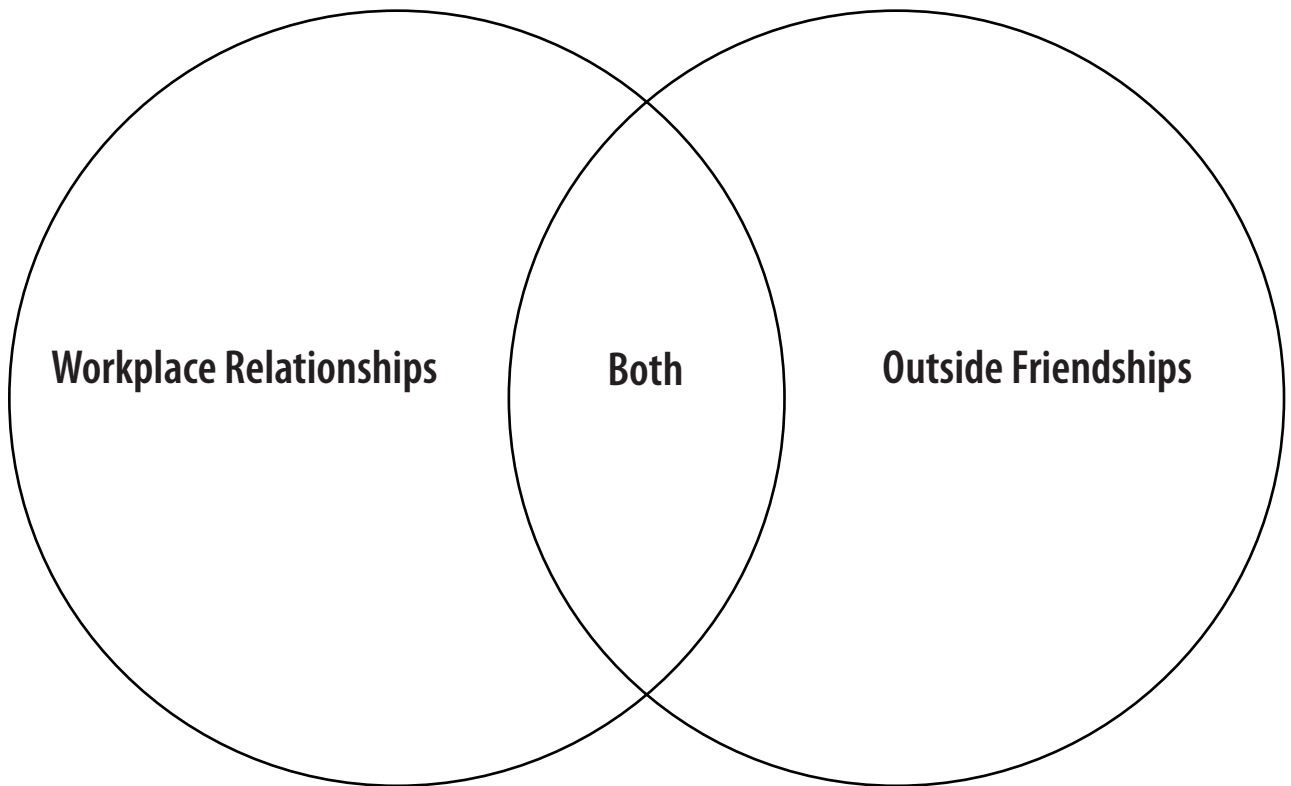


# Workplace Relationships

## Section 22.1

# The Workplace Environment

**Directions** As you read, think about the ways in which coworker relationships are similar to and different from outside friendships. List the qualities that are unique to each type of relationship and the qualities that are common to both. Use this Venn diagram to help you organize your information.



**Workplace Relationships**

CHAPTER

**22****Section 22.2****Workplace Relationship Challenges**

**Directions** As you read, look for ways in which you can solve problems to maintain a work-life balance. Use this problem-solution graphic to help you organize your information.

**Work-Life Balance Challenges**

<b>Problem</b>	<b>Solution</b>
<b>A coworker is too chatty with you during work time.</b>	
<b>You are responsible for the care of a young child or older relative.</b>	
<b>Your friends and relatives tend to call or text you at work just to check in.</b>	
<b>There is an unexpected family matter that needs your attention.</b>	
<b>There is a an issue in your personal life that may affect your job on an ongoing basis.</b>	