



ASK THE EXPERTS

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CAREER

I'm juggling the responsibilities of caring for my young kids and aging parents. How can I talk to my employer about adjusting my schedule to help manage my work-life balance better, while showing that I'm still fully committed to my job?

Balancing the responsibilities of caring for young children and aging parents can be challenging. Following are some ideas to keep in mind when discussing changes to your schedule while assuring them of your professional commitment.

- Create an outline of a clear and realistic proposal that demonstrates how these changes can benefit both you and the company. Be sure to request a meeting at a time when your employer is likely to be less busy and more receptive.
- Clearly explain your situation and the impact it has on your work-life balance. Reassure your employer of your commitment to your role and the company, and emphasize that you are seeking this adjustment to maintain your productivity and overall well-being. Highlight how the proposed changes would result in your increased engagement, reduced absenteeism, and improved job satisfaction.
- Propose specific solutions such as flexible hours, remote work, or a compressed work week. Since your employer may have concerns or constraints, be open to discussing different options that can work for both parties. Then, suggest a trial period to demonstrate that the adjusted schedule can work effectively.
- Keep the conversation professional and focused on finding a solution. Avoid letting emotions take over and remain calm and composed throughout the discussion. After the initial discussion, follow up with a written summary of your proposal and the agreed-upon adjustments.
- If possible, seek support from HR or your company's employee assistance program (EAP) to get additional resources or suggestions to help manage your work-life balance.

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