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When you first start working and paychecks start rolling, it can become very easy to stop thinking about career development. Life now is very acceptable in the short term, especially after you get financially comfortable. But at one point or another, career development thoughts probably start creeping into your mind. One of the best ways to advance your career is to finish the industry with specific certificates or go back to school to get a degree. Unfortunately for many, the idea of going back to school (or completing certification) while working a full-time job is daunting. Multiply the dispatches, the kids and all the other activities that you have, and learning for certification seems to be the most distant thing from the actual opportunity. Although difficult, it is quite possible to balance your family, work and responsibilities by studying for a degree or certification. The following are six tips to help you on your journey get that degree or certification you always wanted and give your career a kick to begin with. The following tips assume that, in order to obtain your degree/ certification, you must complete the course in a single, if not all, course and that the course ends with a large exam. Split the count into sections by counting them into weekly intervals. I recommend doing this as soon as you can get your materials. Rip shrinks to wrap off the book and calculate how many days you have and how many pages you need to read in order to finish the book. I recommend creating a weekly reading schedule by writing it down and posting it publicly. Post how much reading you need to do every day on the calendar and when you've finished reading, cross it out. There is nothing more irritating motivating than hearing your loved ones (or colleagues) ask if you've done your reading day. Personally, I would rather read 18 pages a day for 40 days than read 103 pages in 7 days. I understand it's not the same for everyone. I'm sure you've figured out what's best for you by now. The most important step is that you work on a reading plan at the beginning and stick to it as you go along. You can read the entire text book during the week. Actually, I spent most of college doing it. But I've learned that in order to get a strong understanding of the material I need to learn a little bit at once. Breaking reading into small pieces gives you a sense of accomplishment every day and will help you avoid my test on Friday and I have to read 500 pages in 4 days feeling. To maximize your commute most adults in the U.S. will have to commute over 20 minutes. I would dare say that most commuters are closer to an hour each day. This is the main opportunity to learn. I'm not talking about reading while I'm driving! Most textbooks come from an audio CD that never even gets taken out of the package. Most commutes (excluding bumper bumper rides) are quiet times learn as much as possible. Also, if any of your materials come in digital form (PDF, Word Doc, etc.), you should convert these documents to audio files and listen to them during your commute. Here's a great post that details how to convert almost any electronic document to MP3. Sneak it in Try to keep some review materials for you all the time – even if it's something as simple as a note card review concepts on it. There are tons of times throughout the day that you have 5-10 minutes periods when you are free. These include waiting in the doctor's office, walking in a car, waiting on the route to the grocery store, waiting to pick up your kids, etc. You might as well use those times to learn. The more time you can sneak into studying, the less time you need to devote to learning later in the evening, when you could spend time with your family or do something more interesting. Multi-task Continue from point to point above, there are many tasks that you complete every day that are suitable for multi-tasking and get some studies: cooking dinner, working out, going to the bathroom, etc. When I was paying attention, I was surprised at how many tasks throughout the day that were ideal for multi-tasking. Make one sacrifice a day to complete your course, you must make sacrifices. I found it more useful to sacrifice tasks that only affected me, such as watching my favorite TV shows, rather than sacrificing time with my family, friends and girlfriend. Skipping an hour of TV night allowed me to stop my reading and make it feel like I was a major victims of my life. Create a planned cram day (or week) before your exam you'll likely start to feel the rise of stress. If you can swing it, take a break the day before the exam. Even if you feel absolutely certain of the material having a day off will keep your stress levels down, clear your head, and give you the opportunity to brush up on some of the material that you may be brushing off. In the worst case, planning your day well ahead of time gives you the opportunity to ramp up especially if you need to read 500 pages in a 4-day scenario. Conclusion Some days are easier than others. The coursework you learn is difficult, but don't let hard days be representative on good days. If you still find it hard to find motivation to learn, try getting up early. It probably takes a course or two for you to develop your system. Hopefully these tips will be enough to start you on your way. Have you completed a diploma or degree while working full-time and have run out I did not mention? Please provide comments that worked for you. Congested work | Source: iStock Has this dream job become a recurring nightmare? Maybe it's time for a change. Working in a company it's hard to get out of bed every morning is not fun. According to Deloitte's recent Shift Index survey, 80% of people are actually happy with their work. They hate going to work most days, said Stuart Young in Do You Hate Your Job? How to decide whether you can fall back in love with your job or whether it's time to quit. But how do you really know it's time to leave? Here are five characters it's time to pack it up and move on. 1. You are sick of your health always to be first. When the conditions in your work make you sick, it's time to go. It can be excessive stress, heavy workload, poor working conditions or unusually long hours. Whatever it is, if your employer is not prepared to work with you to make the situation more bearable, you must leave before a major health crisis forces you to make a decision. You can be either healthy and a little happier with a new job, provided in a hospital bed - or worse. 2. Your boss despises you Is your relationship with your boss strained? If co-operation has become more and more uncomfortable, your days may be numbered. Get out of there before you get fired and start hunting for work. In general, you're more marketable when you're interviewing for a job while you're still working. It's especially important to pull it out if your supervisor is mean to you and treats you wrong and tries to solve the situation is ineffective. You shouldn't have to put up with the abuse. Nastiness bosses can be due to many factors. It is a unique personality trait in which an individual behaves nastily with people he does not like. The most common reasons for this may be jealousy, distrust, prejudice, your bad experiences with your bosses or others, and so on, said Sibichen K. Mathew as The Boss Is Wrong: Making and Unmaking Leader Within You. 3. You have a major conflict with multiple associates in the Argument Office | Source: Thinkstock Conflicts with more than one of your co-workers over a longer period of time can be stressful. It is also disturbing to have to deal with combative officemates. This will eventually affect your concentration and thus the quality of your work, which would lead to even more problems when it is time for performance reviews. Office contention can also damage your relationship with other office seats because they can start taking sides. This situation could get bad very quickly. If human resources can't help, you might want to consider an offer. It's not worth tarnishing your good reputation over petty behavior. 4. You're underpaid There's a limit on the amount of cost cutting and budgeting you can do. Your salary can only go up so far. After a while, the fight just isn't worth it. If you find yourself in a situation where you have significant difficulties making ends meet, it's time to start looking for another job. Maybe you took the salary cap after you got fired or you were just trying to get your foot in the door. college, but now is the time to be realistic. Start shopping your RESUME around before debt collectors start looking for you. But before you make the move well into other benefits you may be overlooking, such as flexible hours or above-average health benefits. 5. You hate your job Don't stay with your employer just because you're comfortable and know your job well. You deserve better. Life is meant to live to the fullest. You don't live if you decide to stay in an accident situation. Leave now before ten or more passers-by, and most of the time you have spent complaining and just endure life. More Money & Career Cheat Sheet: Sheet:

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