

Work Life Balance-Art of Prioritizing

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Relevance

Balancing work and life is a comfortable state of equilibrium achieved between an employee's primary priorities of their employment position and their private lifestyle. Positive work-life balance is the product of greater flexibility-employees want greater control of their work and their schedules. As with most things in life, moderation is the key. People who are constantly tied to their jobs deal with the symptoms of stress and burnout. Overworked employees are more likely to suffer health problems, more like to be absent and/or sick, less efficient, less sociable, and overall more difficult to work with. It is in the best interest of both the employee and employer to avoid these pitfalls through smart human resource management.

Introduction

Work life balance is a broad concept including proper prioritizing between “work” (career and ambition) on one hand and “life” (Health, pleasure, leisure, family and spiritual development) on the other.

Through a broad lens, we simply define work-life balance as the healthy blend of an employee’s professional and personal responsibilities. It’s about being able to make the two work together over the long term, understanding that on any given day, employees may not fully “balanced” one way or the other. Rather, positive work-life balance means employees have the control and flexibility to be successful on both fronts.

Reasons for Imbalance

- Global Economy
- Longer working hours
- International business
- Competition
- Individual career ambitions.

Solutions

- Prioritize ruthlessly
- Learn how to say NO
- Organize
- Use technology

How to achieve work life balance

1. Purpose
To focus on how to successfully combine work, family relationships and leisure time into a satisfying life.
2. Approach
 - To create a skill set that enhances the ability to evaluate priorities, focus on the big picture and use long range planning.
 - Determining your priorities
 - Prioritizing the tasks and planning the activities can help to take out some free time which can be utilized for other purposes.
 - TIME MANAGEMENT is one of the best solutions which can help to reduce the imbalance between the personal and the work life of the employees.
3. Learn how to say YES as well as NO.
4. Establish your absence as well as your presence.
5. Do a little bit of everything as well as all of one thing.
6. Determine your tasks as well as your priorities.
7. Work until your time is up as well as until your task is done.
8. Bring some of your home to work as well as some of your work to home.
9. Seek to integrate your professional and personal activities as well as to separate work and play.

ACTIVITY

Answer these questions

WORK- LIFE HOME

Name :
 Do you have children :
 (If yes, then No. of children) :

- ♣ Are you presently working
 a. Yes b. No

- ♣ What are the type of work you do at home

- ♣ How much time you spend on domestic activities
 a. Less than 2 hour's b. 2-4 hours c. 4-6 hours d. More than 6
 hours

- ♣ Do you feel you have an organized work style at home
 a. Yes b. No

- ♣ Do you have elders to look after at your home?
 a. Yes b. No

- ♣ Do you spend as much time as you'd like with your family
 a. Yes b. No

- ♣ Do you think your job will make you feel tired to do the things that need attention
 at home?
 a. Yes b. No

- ♣ Does your spouse help you at your household work?
 - a. Yes
 - b. No
- ♣ Do you feel you will be satisfied with your personal life and at the same time being employed?
 - a. Strongly Satisfied
 - b. Satisfied
 - c. Neutral
 - d. Dissatisfied
- ♣ Do you feel you will be able to balance your work life?
 - a. Yes
 - b. No
- ♣ Do you wake up early in the morning?
 - a. Yes
 - b. No
- ♣ Do you enjoy getting up late in the morning
 - a. Yes
 - b. No
- ♣ Will you enjoy working on holidays
 - a. Yes
 - b. No
- ♣ Will you prefer to work a bit late without any extra pay
 - a. Yes
 - b. No
- ♣ Do you feel you will miss out quality time with your family and friends because of work pressure
 - a. Yes
 - b. No
- ♣ Do you suffer from stress related diseases like hypertension etc.
 - a. Yes
 - b. No
- ♣ How will the following factors affect you in balancing your work life and family commitments?

Factors	Will not Affects	Will Sometimes	Affects Many times	Always affects
Work Hours				
Overtime				
Work from home after office hours				
Work on holidays				
Travelling away from home				
Spending time with friends				
Get home on time				
Excessive household work				
Do any study or training you want to do				
Keep healthy and fit				
Take part in community activities or fulfill religious commitments				
Take care of family and spend time with them				
Negative Attitude of family / spouse				
Negative Attitude of superior / colleagues				

♣ Tick the factor that motivate you to work

Personal Satisfaction	
Financial Independence	
Support from family	
Constructive Utilization of Time	
Any other, Specify:	

♣ Give priorities to the following (1to 5)

- Career Health Family Wealth Hobbies

♣ On a scale of 1 to 10 (where 1 means strongly disagree and 10 means strongly agree) express the extent to which you agree with the following statement:

I feel that I will have the right balance between work and life outside of work.

- 1 2 3 4 5 6 7 8 9 10

Thank you for your time and co-operation - your opinions are highly valued.

Work Life wheel activity

Work Life Balance Wheel Activity:

The activity aims to analyse the highs and lows of a person’s life, and helps in attaining a balance. A Wheel (Circle with sections) with essential entities for life, is made.

1. Health
2. Family & Friends
3. Fitness
4. Education
5. Happiness
6. Exploration
7. Relaxation
8. Spirituality Carrier
9. Fun
10. Love life
11. Finances

Now the participant honestly marks a dot at the outer edge of the circle if he feels good about that factor, and marks a dot near the centre of the circle if he feels otherwise. The same is to be done for all the factors. The participant then joins the dots. If a circle is not achieved, and has too many ups and downs, corrective measures need to be taken to balance life.

Final Thought

“Life is all about balance, too much and too little can kill. The best way to balance life is by setting your boundaries in learning to say enough.”

Work Life Balance Wheel



SUMMARY

- Find the right balance that works for you.
- Celebrate your successes and don't dwell on your failures.
- Life is a process... and so is striving for balance in your life.
- A balanced life style boosts the sense of responsibility and ownership.
- Build better relationship with management.
- Builds confidence.
- Finally work to live, don't live to work.