



STRATEGIES FOR ACHIEVING WORK LIFE BALANCE

Sucheta Ratnakar Dalvi, Mamasahab Mohole College, Paud Road, Pune 38.

Nitin. L. Ghorpade, Ph. D. Principal, Prof. Ramkrishna More Art, Commerce and Science College, Akurdi, Pune-44

Abstract

Work life balance is the degree to which an individual can simultaneously balance the emotional, behavioral and time demands of paid work, family and personal duties. Low work life balance or imbalance reduces person's efficiency, productivity at organizational level as well as at personal level. It affects one's physical health as well as mental health. Therefore; efforts should be taken to achieve work life balance at every level, at organizational level, at Government level, at society level as well as at personal level. To improve quality of family life, productivity, social health achieving work life balance is very important. In India by passing various labor legislations like Factories Act 1948, Maternity Benefit Act 1961, and many other. Government is trying its best. At organizational level various companies like Wipro, TCS, IBM, etc. are adopting best human resources practices. In spite of these entire measures, one should need to take efforts for achieving work life balance at individual level. With a view to provide guideline, in present research paper researcher tried to suggest some strategies for achieving work life balance at individual level.

Key words: *Work life balance, Work life conflict, Strategies for achieving work life balance at individual level*



Scholarly Research Journal's is licensed Based on a work at www.srjis.com 4.194, 2013
SJIF© SRJIS 2014

Introduction:

Balancing work and family life is a constant challenge when thinking about achieving work life balance (it's important to take some time to sit back, reflect and ask yourself) first of all you need to ask yourself that what your goals in life are. What is important to you? The way each individual chooses to balance work and family life will differ from person to

person, however the importance of achieving work life balance is the same for everyone. When you feel that you are giving right amount of time and energy to your work, individual and family life then you has achieved a good balance.

Work life balance means learning how to distribute your time and energy throughout several different areas in your life.

Learning how to balance work and family life is a never ending task. Life situations are always changing. And what is important to you must be rewritten on regular basis

Objectives of Study

1. To study, the concept of work life balance.
2. To understand the need and importance of achieving work life balance
3. To suggest the strategies for achieving work life balance

Work life balance and Work life conflict

Among men and women alike, the problem of achieving work life balance is frequent topic of conversation.

But what exactly is work life balance? Is it a state of equilibrium in which the demands of both a personal job and personal life are equal?

Or is it a mental phenomenon? Because it's a feeling of once mind. When you feel that you are giving the right amount of and equal energy to your work and individual and family life then you have achieved a good balance.

Work life balance is the degree to which an individual can simultaneously balance the emotional, behavioral and time demands of paid work, family and personal duties. (Hill et. al, 2001) In contrast, work life conflict occurs when involvement in one domain interferes with involvement in other domain e.g. Work or personal life (Hanson, et al 2006) Often work life balance is defined as absence of conflict between work and family or personal roles (Frone, 2003, Quick et al 2004)

Need and importance of achieving work life balance

Low work life balance or imbalance reduces person's efficiency, productivity at organizational level as well as at personal level. It affects ones physical health as well as mental health. Pull and push between working life and family life increases stress, which leads to physical problems like backache, headache, abdominal diseases, heart attack, hypertension, diabetics. Mental problems such as loosing temperament, high blood pressure, loosing concentration, sleep disorder etc. It affects quality of family life, children's education,

their psychological, physiological growth as well as marital relationship. Increase in divorce rate is one of the outputs of work life imbalance.

At organizational level high absenteeism, low productivity, low morale, high attrition rate, high cost of recruitment, growth in rate of accidents, are the products of work life imbalance. Many people try to adopt negative strategies like consumption of alcohol, tobacco, drugs etc. Therefore, efforts should be taken to achieve work life balance at every level, at organizational level as well as at personal level.

Strategies for Achieving Work Life Balance at Personal Level

Setting Boundaries and Limits

For achieving better work life balance, we need to set boundaries or limits to protect ourselves from getting overloaded. The word enough is very important. Another important thing is, we need to communicate these boundaries to your supervisors, coworkers, partners, family members, your close friends and relatives.

One can establish boundaries by following ways

1. Limit the time for work
2. Don't work at home
3. If you do work at home limit the time as well as place of work.
4. Don't work on vacation no laptop, cell phone or work related reading

Saying no –

Try to recognize your own limitation of time and energy. If you are already overloaded don't take more responsibility, try to convince that how it is not possible for you to take more responsibility. **'Realized you have the right to say no'**

'No' is one of the most empowering words in the English language when people cannot say 'No' they get overloaded. People who are able to say 'No' have less pressure and feel more control on their lives.

Leave work at work

Today, due to spread of education and technology the nature of work has changed. There was a time when people went to work, put in their hours, clocked out and forgot about work until the next day. They maintained a healthy separation between works a family, personal time. Today work hours are less well defined .the line between working life and personal life has blurred. We are taking work home literally and figuratively. It's taking over our lives. Learn to separate your personal and work life. Don't take your personal life to work

and don't take your work to home. Another thing is, change out your work clothes as soon as you get home. It creates separation and helps to create a relax mindset for the evening.

Time for leisure :-

Leisure is not a luxury, its necessity. It's important for health, energy, productivity and reducing stress. Think of, how you use your leisure moments, exercising, plying sports, spending time with family and friends, relaxing, reading, listening to music, doing hobbies. You can spend your own time as you wish. Don't feel guilty about it.

Periodic breaks_

Take periodic breaks before you suffer from a breakdown. Taking periodic breaks actually increases efficiency, productivity and reduces stress.

Determine priorities =

First of all spend some time on identifying your own priorities or important areas of life. Make list of your top priorities at work and at home. Then try to do a top priority task first. If you discipline yourself to do the highest priority tasks first, the rest of the day goes much more easily and enjoyably. Stop doing non- priority tasks. Delegate them, outsource them or eliminate them.

Delegating-

Delegating is an important aspect of good time management which in turn leads to improve work life balance and less stress. Asking for help does not make you smaller. Instead of, doing work inefficiently, because of overload it better to share your work.

Share the load of home chores

The best way to handle home chores is to share the load, seek help of your family members whenever possible. You can hire help or appoint maid-servant if your funds allow. Do some chores together, let some things go, be flexible, do some things less often, find shortcuts, buy labor saving appliances, maintain realistic expectations.

De-clutter your home and office

When things are hard to find that leads to stress. Therefore try de-cluttering your home and office at regular basis. Get rid of everything you haven't worn, used or referred to in more than a year.

Money management-

Keep track on you are spending habits for at list one month. Stop buying things you do not need. Draw up personal budget and stick to it

Time saving technology- Introduce at list one time saving strategy in your life each week. Try to adopt latest technology in your day to day life as well as at your work as early as possible, it will give you relief as well as more time for you e.g. e-banking, e-marketing, e-mails, video-conferencing, mobile banking, own vehicle, washing machine, payment of bill by automatic withdrawal, etc.

Less entertaining-

Do less entertaining; cut half the time you spend on watching TV. Choose the program you want to watch. Never sit in front of the TV with no objective mind.

Do two things at once-

Try to do two things at once e.g. fold laundry while watching TV. Coordinate meal preparation and homework time. This will give time to prepare a meal without feeling pressure to entertain the children

Preparation the night before –

Place all items you bring to work in one familiar place. You can place your keys, brief case, and letters to be mailed near the front door. Prepare the night before e.g. cutting vegetables, ironing clothes, polishing shoes etc.

Set goals in your life

Balancing work and family life is about making a commitment to not only your career and your family but to yourself also. Ask yourself what is your own definition of a success, what are your priorities? Establish specific goal. It gives you energy and helps you to reduce guilt.

Take care of your health

Your health should always be your No 1 priority. If you are not in good shape physically, mentally and emotionally, both your personal life and work life will suffer. Take care of yourself by eating healthy food, exercise at least three times per week and sleep a minimum of seven hours per night. Additionally stay away from excessive use of alcohol, tobacco or drugs to relieve stress.

Nurture your family Relationship

Relationship with family, friends and loved once are the greatest source of inner satisfaction. If your job is damaging your personal relationship, it will ultimately suffer your personal life as well as working life. Therefore if you want to enhance your productivity and efficiency, you need to nurture your family relationship. Try to spend quality and focused time with your children, spouse as well as friends. They will provide you positive energy.

Be positive Being a positive is important. Meditate, read inspirational books, play with children or with family members. Positive self strokes or self talk are also essential

Conclusion

When we think about achieving work life balance, we should keep in mind one thing that it is not easy task as it is not depend on a sole thing. Whether it is possible for you to achieve your work life balance or not it is depend on many factors such as a person itself, family background, family support, nature of work, work life balance practices adopted by employer, governments rules and regulations, facilities given by employer,(fringe benefits) and many other things. In short there are four main pillar of work life balance, a person, family, employer and society. In the above research paper researcher has considered only one factor i.e. person itself. The role of personal efforts in achieving work life balance is equally important. After interviewing 75 women employee in Pune police personally as well as studying literature on work life balance for empirical study, the researcher suggested the above ways and means to achieve work life balance at personal level. They are suggestive in nature and works as a coping mechanism in every adverse condition. By adopting these strategies one can blunt the impact of work life imbalance. They help to reduce stress, and on the helps to improve personal and family wellbeing.

References

David Posen, M D. The Little Book of Stress Relief

Vinita Dawara. 'STRESS A BIT FOR A STRESS- FREE LIFE' Times LIFE dated 24th August 2014

Agarwal Taneja – Strategic Human Resources Management

SHRM Research- Work /Life Balance Challenges and Solution by Nancy R Lockwood. HR content Expert.

HR interventions for work life balance: evidence from organization in India by R. Baral and S Bhargava. International Journal of Business Management and Social science Vol 2, No. 1, pp 33-42.

K Thriveni Kumari ,Dr V. Rama Devi .Work Life Balance Of Women Employee The Challenge For The

Employee and The Employer In 21st Century. Pacific Business Review International, Volume 6 Issue 6. December 2013

S. Padma, M. Sudhir Reddy. 'Role of family support in Balancing Personal & work life of women employee'.

www. Ijcem.org. vol .16 Issu 3, May 2013

Amanda S. Bell ,Diana Rajendran, Stephen Theiler , Job Stress, Wellbeing, Work- Life Balance and Work –Life Conflict Among Australian Academics. Electronic Journal of Applied Psychology. 8(1): 25-37 (2012)

