



## HOW TO IMPROVE YOUR WORK-LIFE BALANCE AT PRESENT: A DESCRIPTIVE ANALYSIS

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### **Abstract**

*In many careers, it's challenging to strike a balance between work and personal life. However, the consequences of a poor work-life balance can cause your health to deteriorate, strain personal relationships, and reduce your productivity at work. When you understand that having a work-life imbalance which affects your life, you may be able to avoid the detrimental effects. Balancing your professional and personal life can be challenging, but it's essential. Here's how to improve your work-life balance today. Often, work takes precedence over everything else in our lives. Our desire to succeed professionally can push us to set aside our own well-being. Creating a harmonious work-life balance or work-life integration is critical though, to improve not only our physical, emotional and mental well-being, but it's also important for our career.*

**Keywords:** *Work Life, Skills, Balance etc.*

### **Introduction**

In short, work-life balance is the state of equilibrium where a person equally prioritizes the demands of one's career and the demands of one's personal life. Some of the common reasons that lead to a poor work-life balance include:

1. Increased responsibilities at work.
2. Working longer hours.
3. Increased responsibilities at home.
4. Caring kids.

A good work-life balance has numerous positive effects, including less stress, a lower risk of burnout and a greater sense of well-being. This not only benefits employees but employers, too.

Employers who create a good working environment can result in good productivity, less absenteeism which will balance their work life as well as personal life. Employers that offer options as telecommuting or flexible work schedules can help employees have a better work-life balance.

When creating a schedule that works for you, think about the best way to achieve balance at work and in your personal life. Work-life balance is less about dividing the hours in a day evenly between work and personal life and, having the flexibility to get things done in professional life while still having time and energy to enjoy the personal life. There are some days, where you will be working hours together and you won't get time to spend in other activities.

Here are eight ways to create a better work-life balance, as well as how to be a supportive manager.

### **Accept that there is no 'perfect' work-life balance.**

When you hear "work-life balance," you probably imagine having an extremely productive day at work, and leaving early to spend the other half of the day with friends and family. While this may seem ideal, it is not always possible. Don't strive for the perfect schedule; strive for a realistic one.



Some days, you might focus more on work, while other days you might have more time and energy to pursue your hobbies or spend time with your loved ones. Balance is achieved over time, not each day.

### **Find a Job that you love**

Although work is an expected societal norm, your career shouldn't be restraining. If you hate what you do, you aren't going to be happy. You don't need to love every aspect of your job, but it needs to be exciting enough that you don't get worried to get out of bed every morning.

"If you find difficult to do things you like outside the work, there is something wrong. It is better to find a new job rather than working with a allergic person or working in a toxic environment.

### **Prioritize your Health**

Your overall physical, emotional and mental health should be your main concern. If you struggle with anxiety or depression and think therapy would benefit you, fit those sessions into your schedule, even if you have to leave work early or ditch your evening spin class. If you are battling a chronic illness, don't be afraid to call in sick on rough days. Overworking yourself prevents you from getting better, possibly causing you to take more days off in the future.

To become a better employee or a better person one must give utmost priority to his health. Prioritizing your health doesn't have to consist of radical or extreme activities. It can be as simple as daily meditation or exercise.

### **Don't be Afraid to Unplug**

The best way to maximize your time away from your devices is to plan ahead so that you do not spend your entire time worrying. Tell your loved ones and co-workers what you are doing and how to reach you in an emergency (can you appoint a backup person who will be near you?). Set up an out-of-office message to tell others who might try to reach you when they can expect to hear back from you (check out HubSpot's humorous out-of-office message generator to bring a smile to their faces) or use a meme on social media to tell friends what you are doing. Lastly, block time on your calendar to do something meaningful and pen it in. This time doesn't come very often, so plan to make the best of it!

### **Take a Vacation**

Sometimes, truly unplugging means taking vacation time and shutting work completely off for a while. Whether your vacation consists of a one-day satiation or a two-week trip, it's important to take time off to physically and mentally recharge.

According to the study conducted by the U.S. Travel Association, 52% of employees reported having unused vacation days left over at the end of the year. Employees are often worried that taking time off will disrupt these workflows, and they will meet with a backlog of work when they return. This fear should not restrict you from taking a much-needed break. With proper planning, you can take time away without worrying about burdening your colleagues or contending with a huge workload when you return.

### **Make time for yourself and your loved ones.**

While your job is important, it shouldn't be your entire life. You were an individual before taking this position, and you should prioritize the activities or hobbies that make you happy. Achieving work-life balance requires deliberate action, there will be no time to do other things outside the work unless or until you plan your work schedule.



When planning time with your loved ones, create a calendar for family and entertainment. It may seem weird to plan one-on-one time with someone you live with, but it will ensure that you spend quality time with them without work-life conflict. Just because work keeps you busy doesn't mean you should neglect personal relationships. "Mostly there will be no one at your company to appreciate your work, everyone in a workplace can be easily replaceable no matter how much ever you be loyal to the company.

### **Set Boundaries and Work Hours**

Set boundaries for yourself and your colleagues, to avoid burnout. When you leave the office, avoid thinking about upcoming projects or answering company emails. Consider having a separate computer or phone for work, so you can shut it off when you clock out. If that isn't possible, use separate browsers, emails or filters for your work and personal platforms.

Additionally, there is some specific setting for work hours, you must set correct timings for work either from office or from home otherwise, you might find yourself answering work-related emails late at night, during vacations or on weekends off.

### **Set Goals and Priorities (and stick to them).**

Pay attention when you are most productive at work and block that time off for your most important work-related activities. Avoid checking your emails and phone every few minutes, as those are major time-wasting tasks that derail your attention and productivity. Structuring your day can increase productivity at work, which can result in more free time to relax outside of work.

### **The Rise of the Flexible Workplace**

Recent research found that in the past seven years, many employers have allowed workers greater flexibility both with their schedule and where they work "However, they have made it a priority to grant employees access to a wider variety of benefits that fit their individual and family needs and that improve their health and well-being."

Flexibility can pay off for employers in the long run. "As we look ahead, it is clear that in order to remain competitive, employers must find ways to offer flexible work options if they want to attract and retain top talent. Work-life balance will mean different things to different people because, after all, we all have different life commitments, "In current era, balance is a very personal thing, and only you can decide the lifestyle that suits you best."

### **How to Be a Supportive Manager**

To help managers do a better job of supporting their employees' efforts to achieve a healthier work-life balance, Resources offers four tips.

**Know What Your Employees Are Striving For:** Not everyone has the same work-life balance goals. Talk to each employee about their objectives, and then determine what you can do to help them. Some employees may benefit from working remotely a couple days each week, while others may prefer altering their daily work schedule. It's important to be open-minded and flexible.

**Set A Good Example:** Your employees follow your lead. If you send emails at all hours of the day and night or work hard on the weekends, you staff thinks that is what is expected of them, too.



**Let Employees Know What Their Options Are:** While employers typically do a good job of highlighting their work-life balance offerings to prospective job candidates, the same can't be said for communicating those initiatives to current employees. Regularly discuss with your employees the options that are available to them. Also, sit down with soon-to-be parents and discuss parental leave options.

**Stay at the Forefront:** It is important to keep ahead of the curve on emerging work-life balance trends. What works today for employees might not be a good fit a year from now. Keep your work-life balance initiatives fresh, and offer in-demand benefits. Plus, consider offering work-life programs.

### Conclusion

The workforce is now shifting with more focus on meaningful work. Measurements of workforce productivity and growth are subject to new inputs like purpose, creativity, engagement, and presence. In this landscape, work-life balance is also subject to these inputs and allocation of time no longer suffices as a measurement of good work-life balance. Removing “balance” or “integration” from the equation and focusing on how we spend our energy instead of time can help lessen these tensions. It's important to recognize that we all have important things to spend our energy on, but how we choose to use our energy and generate new energy is something we can have control over, and it is crucial to our efforts of defining work-life balance in the future.

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