

Work-Life balance : Making it a reality

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Work-Life Balance

Why is this topic selected under professional development?

Because PhUSE committee decided to do so!!

Work and life – are they separate water tight compartments or integrated?

Agenda

- ◉ Concept of Work-life
- ◉ Defining work & life
- ◉ Work-Life balance and it's dynamic nature
- ◉ Two levels – individual and organization
- ◉ Reasons for imbalance
- ◉ Some tips
- ◉ Case studies
- ◉ Something to ponder on....

Fundamental Question

How can Work and Life be balanced....

If we work for 5 days and have 2 days off?

Two contributors

Contributors : Self and Organization

Symptoms for an Individual

- Miss out on family events
- Insufficient time for old parent needs / social responsibilities
- Increasing health problem
- Insufficient time for self-development

Symptoms at Org level

- ◉ Increased unplanned absence
- ◉ Reduced job satisfaction
- ◉ Unhappy employees
- ◉ Higher turnover
- ◉ Increasing customer complaints for non-performance
- ◉ Increase in the health issues

Meaning – ‘Work’ & ‘Life’

Asked people to define Work and Life by asking questions:

1. Why do you work?
2. In ‘Work-Life balance’, what does ‘Life’ mean to you.

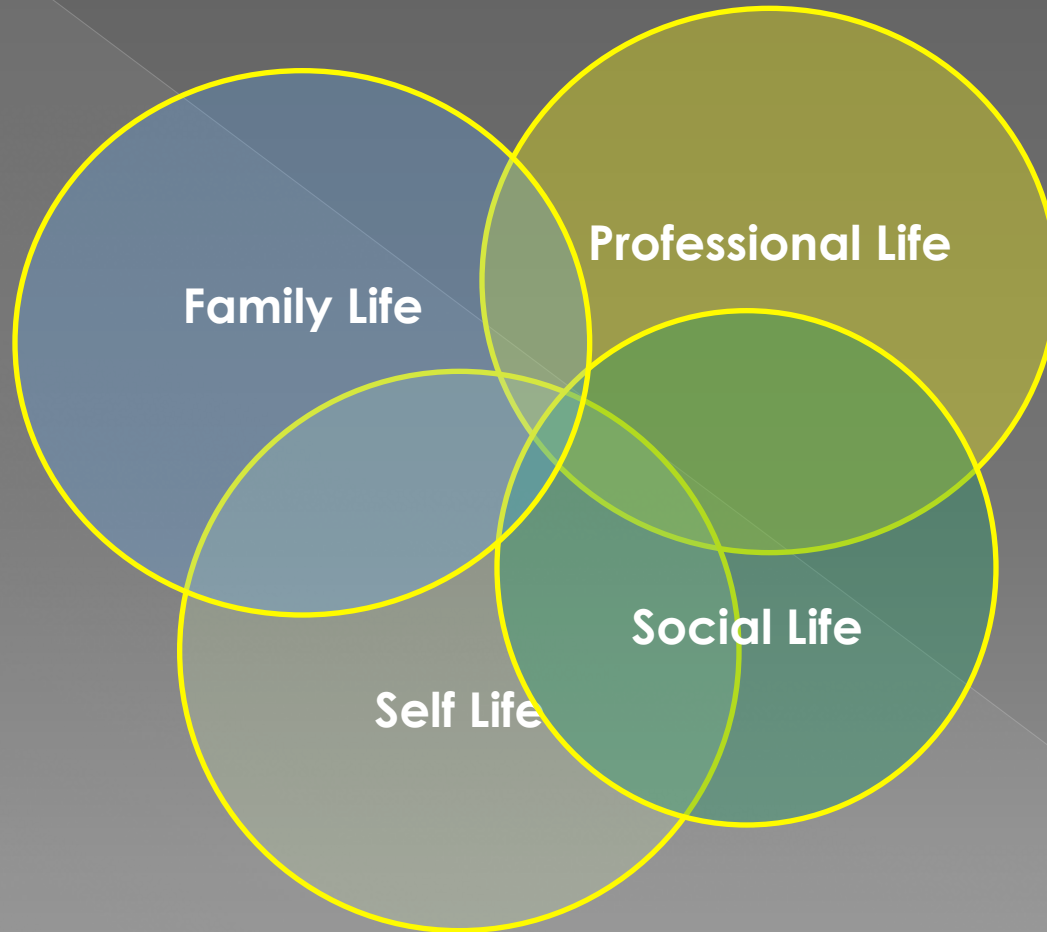
Work

- Money
- Passion/love for subject
- Satisfaction, identity
- Sense of achievement
- Gain in experience

Life

- ◉ Spending quality time with family and friends
- ◉ Giving time to yourself
- ◉ Can be compartmentalized in parts like Family life, professional life, social life and self-life .
- ◉ Being confident, responsible, flexible, satisfied, passionate

Perspectives of life



A Novel Idea

Amsterdam-based design studio Heldergroen - reported on September 22 2014
by CNBC



A Novel Idea

Terminals and desks



Reasons for Imbalance : Self

- ◉ Conflicting priorities
- ◉ (Mis)time management
- ◉ Non-delegation
- ◉ Lack of let-go ability
- ◉ Time-wasters
- ◉ Getting driven by events

Useful techniques

- ◉ Compartmentalization
- ◉ Time management
- ◉ Effective multi-tasking
- ◉ Effective delegation
- ◉ Accept that you can make a mistake!

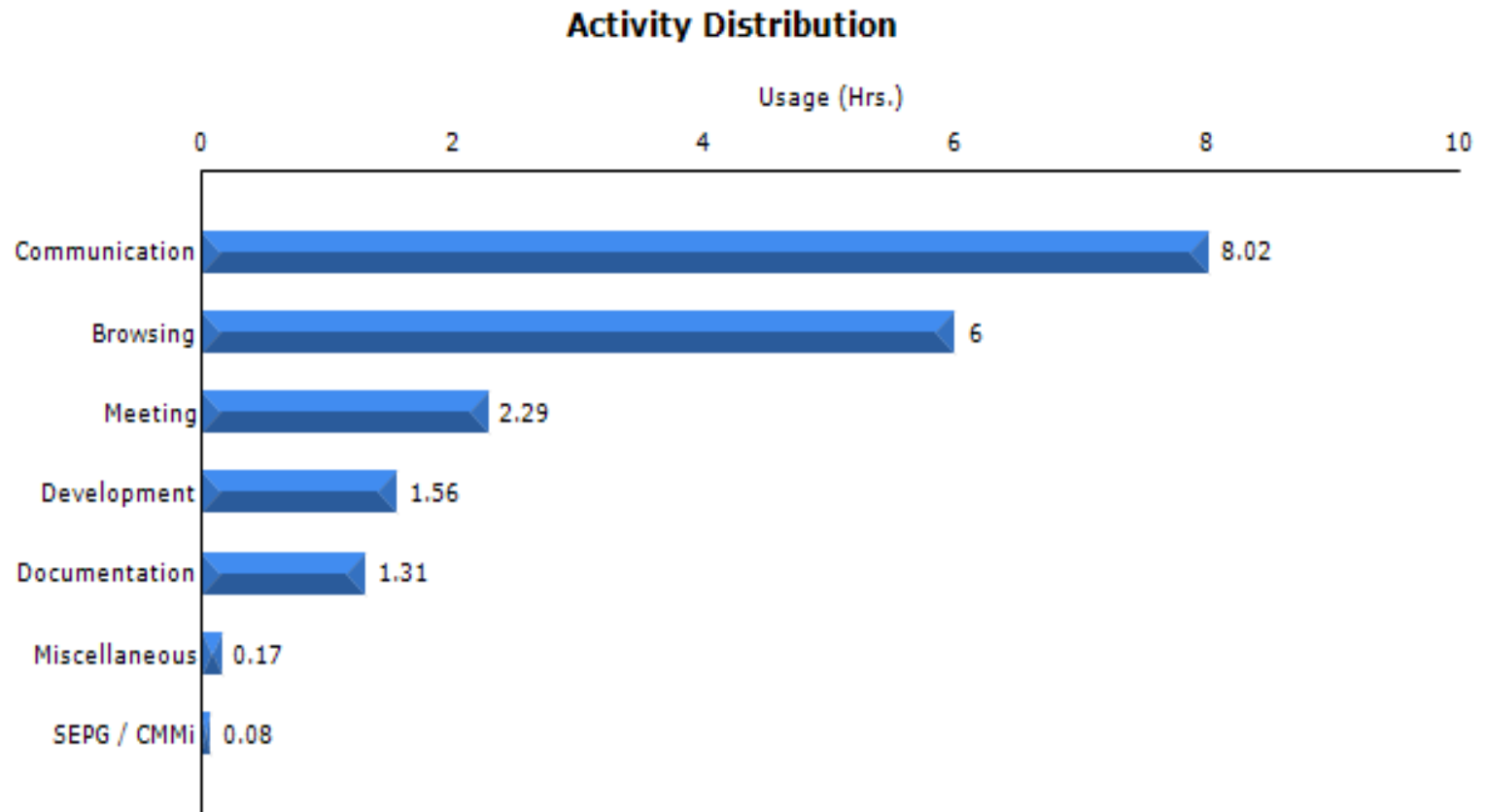
Compartmentalization

- Focus on one aspect at one point of time
- Helps to improve productivity
- Train the brain to switch back quickly even if there are sudden unexpected digressions

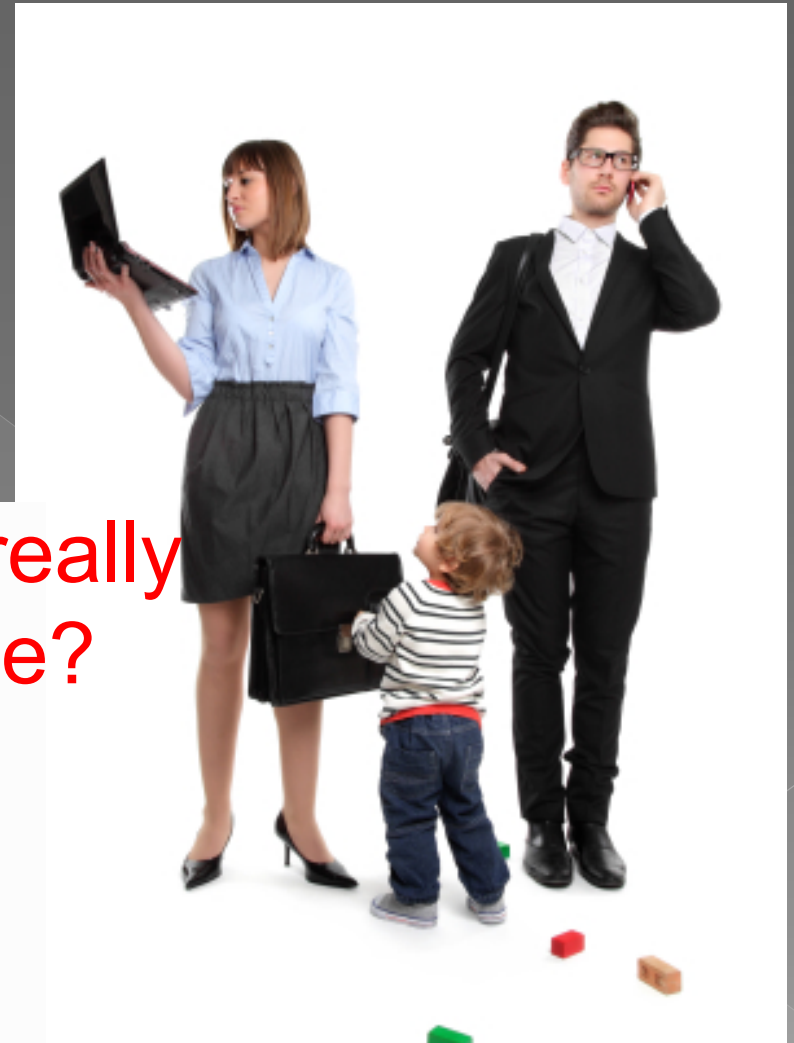
Time Management

- Realistic estimation of required efforts
- Make a 'To-Do' list
- Try not to get driven by events
- Learn to say 'No'
- Assess trade-offs between various options and decide judiciously
- Use tools to monitor the distribution of time usage

Time Management



Multi-tasking



Is this really effective?

Effective multi-tasking

- ◉ Multi-tasking is **useful** but not a **must**
- ◉ Assess and decide the level of multi-tasking you can cope up with
- ◉ Not all ‘High’ priority tasks can be multi-tasked
- ◉ Even multi-tasking needs some fixed sequence

Effective Delegation

- Gradual
- Train/mentor -> Monitor->Ensure->Delegate
- Delegate the authority not just the responsibility

Reasons for Imbalance : Organization

- ◉ Improper work-distribution
- ◉ Unrealistic targets
- ◉ Red-tape policies
- ◉ Rigid growth paths
- ◉ No 'Trust' and 'Ownership'
- ◉ Expertise developed in single track but lack other essential abilities e.g. very strong technical leader but not able to manage people

Useful techniques

- ◉ Flexi-timings
- ◉ Work from home or remotely
- ◉ Create opportunities for addressing the needs
- ◉ Provide formal trainings such as leadership, people management etc.
- ◉ Discuss growth path options with possibility of change in role
- ◉ Trying to bring 'Life' to 'Work'

I'M AFRAID YOU'LL HAVE TO STAY LATE TONIGHT,
I WANT YOU TO ATTEND THIS TALK ON WORK-LIFE BALANCE



Case study

Young statistician enthusiastic – very good rating

Married – able to cope up

Became mother – demands changed, priorities changed, predictability reduced

Increased stress, dissatisfaction, guilt, something being lost, lowering self-confidence

Not able to utilize the available man(woman)power, loading others

Solution

- ◉ Discussed and implemented different role with less time-sensitive deliverables
- ◉ Discussed pros and cons and plan with a timeline



Conclusion

- ◉ Made-to-order piece
- ◉ Dynamic in nature
- ◉ It is about ‘Balance’ and not ‘equal distribution’
- ◉ You can learn from others’ experiences
- ◉ Is achievable!

We may not be able to get the '**BEST**' of both the worlds but we can definitely get '**MOST**' of both the words 😊