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WORK-LIFE BALANCE & SELF CARE

ORGANIZATION TRAINING MODULE



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1. Introduction

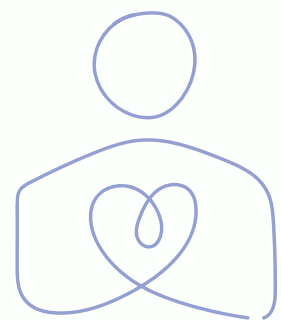


Numerous variables are related to **the concept of work-life balance**, which has been one of the most significant research topics in recent years. It is essential to attaining a healthy workplace and a balance between both professional and personal pursuits in one's daily life. Work-life imbalance, according to Muhammad Irfan (2021), has not much to do with spending equal amounts of time at work and at home or on other activities, but rather with the satisfaction a person derives from the amount of time he or she allocates to various activities (work, health, vacation, exercise, family, etc.).

The term "imbalance" refers to occupational stress, which is characterised by a lack of energy and time for non-work-related activities after long working hours, as well as negative feelings towards work and personal life. Health effects include drinking problems and high blood pressure, mental disorders, more frequent melancholy, burnout, and other symptoms such as lethargy and appetite loss. Employees who work late for an extended period of time face a significant risk of burnout.

Personal pursuits include time spent with family and friends. In addition, one promotes physical (exercise and healthy eating) and proportional (relaxation and vacation) health. Additionally, it is essential to devote time to hobbies and other interests.

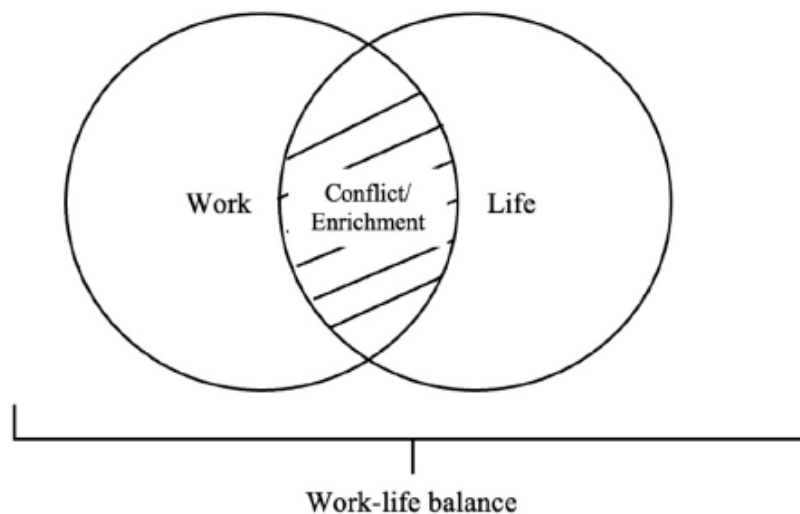
Aspects of professional life include the working environment, productivity at work, and adherence to working hours. In addition, it involves work pressure, meeting project deadlines, and achieving company objectives.



2. The module in the professional environment



Work-life balance (WLB) plays a crucial role in promoting workplace health and maintaining the physical and mental health of employees over the long term. A sustainable work-life balance is one of the most important social issues contemporary societies must address, especially given the dramatic shift in gender roles over time. The relationship between work and personal life has been studied extensively, but researchers now imply that the environment outside of work encompasses additional factors, such as self-care, leisure, friends, and health.



The conflict zone is precisely the space between work and personal life outside of work. The lack of consistency between these two factors is what causes modern working women to experience tension and anxiety. There are two primary causes of this stress and anxiety. The first has to do with the fact that many women must choose between family and professional success, a factor that contributes to the dearth of women in the highest-paying positions. In actuality, women choose to pause their careers to raise a family. The second reason is that some directors believe that top positions in an organisation should continue to be held by males because they are hesitant to hire a woman who may become pregnant in the future.

3. Impacts recognized through gender stereotypes



Work–life balance refers to an individual's efforts to achieve a harmonious existence by striking a balance between time and energy spent on work and personal pursuits. Work–life balance is the achievement of meaningful life enjoyment; a greater work–life balance is achieved when every task is conducted intelligently, resulting in the completion of more work in less time.

The health and happiness of employees are essential to the sustainable development of an organisation and the maintenance of a healthy workplace. Wellness-promoting organisations make it easier for employees to manage stress and maintain a positive and productive work environment. Enhancing the well-being of personnel can help them feel valued and supported at work. Additionally, it increases employee engagement and motivates teams across the organisation to achieve their work objectives.

Women are increasingly encouraged to pursue self-actualization through demanding careers, but they are also under increasing pressure to sacrifice themselves for their children through intensive involvement in child care and development. Employed women face the additional challenge of locating sufficient and affordable infant and elderly care.

This situation leads to excessive stress and intense work-life conflict for them. In order to solve this issue they must create balance between their professional life, their personal life and toher activities.

Through fruitful organization, they would be able to put their tasks and responsibilities in order,

4. Good practices and tips



Building a work-life balance or work-life integration is essential, however, not only to enhance our physical, emotional, and mental health, but also for our professional development.

1. **Don't try to achieve the perfect schedule, try to find the solution that works for you.** In order to attain balance in your daily work life, you should create a flexible schedule. When things don't go as planned, you can discover ways to remain calm.
2. **Do a job that you are passionate about.** When you have a job you appreciate, you are more eager to get out of bed each morning, even if not everything is perfect.
3. **Prioritize your personal well being.** Physical, emotional, and mental health are equally essential, so you must incorporate activities that promote all three into your daily life.
4. **Take vacation.** Genuinely disconnecting entails taking vacation time and stopping work for a while. It is essential to take time off to recharge physically and mentally.
5. **Set goal and priorities.** Set realistic goals by implementing time-management strategies, analysing your to-do list, and eliminating low-value duties. Consider when you are most productive at work and reserve that time for your most essential work-related tasks. Organising your day can increase your productivity at work, resulting in additional time for relaxation outside of work.
6. **Spend time with your loved ones.** Even if it seems to be the most important aspect of your existence, your job cannot consume all of your time. Hobbies and activities that make you joyful and distract you from work can be extremely fulfilling.
7. **Build a flexible working environment and flexible working hours.** Those who successfully maintain a work-life balance frequently attribute their success to their flexible work schedules. In the past seven years, many employers have granted employees greater flexibility with regard to their work schedules and locations.

5. Conclusions



Work-life balance (WLB) is essential for promoting workplace health and maintaining the physical and mental wellbeing of employees over time. Considering the dramatic shift in gender roles over time, a sustainable work-life balance is one of the most crucial social issues that contemporary societies must address.

The absence of consistency between work life and life outside of work is what causes tension and anxiety in modern working women. The lack of opportunities for women to be placed in higher-paying positions and the fact that more women than men must quit their employment to raise their children and care for their families are the primary causes of this result.

To identify a solution, women would need to take various measurements. It is essential to recognise that there is no universal solution, and that you must always adapt to the situation. Moreover, women must seek employment that satisfies them so that work does not feel like a duty. In order to avoid burnout, it is also necessary to take breaks and establish clear objectives and priorities at work. In conclusion, flexible office hours provide employees with latitude and save them from exhaustion.

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Authors

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