

KNOWLEDGE BEANS

A HUMAN RESOURCE NEWSLETTER

IN THIS MONTH

OD CONNOISSEURS' ORATE



Joseph Antony gives pointers on synergizing personal and professional life.

OD ENTHUSIAST'S ORATE



Shital Ravi shares her views on balancing work-life connect.

FOUNDER'S ARTICLE



Niket Karajagi, Founder Director of Atyaasaa demystifying work-life balance.



ABOUT ATYAASAA

Atyaasaa Consulting Private Limited is a leading Human Resource Training & Consulting Organization partnering with some of the best brands in the country and overseas. Atyaasaa has been a catalyst and a contributor in their quest for people development and business excellence. The core differentiator of Atyaasaa process is continual innovation, unique customization and use of state of the art technology tools. These are implemented through ethical and experienced operations and human resource facilitators having contribution as their core value.



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OD CONNOISSEURS' ORATE

Joseph Antony

SYNERGIZING PERSONAL AND PROFESSIONAL LIFE

Joseph Antony is a Learning and Development head at a local service need fulfillment platform which is one of India's largest and fastest growing digital business and consumer brand.



Synergy is a combined effect of two factors which is more if compared individually. When we talk about personal life it refers to health, pleasure, leisure, family and spiritual development. On the other hand we consider career and ambition as part of our professional life.

If one is able to map his/her thoughts and actions into the four quadrants based on whether they are urgent or important, it would help. If something is neither important nor urgent then it needs to be eliminated. If something is important but not urgent then it becomes investment and increasing it would benefit later. If something is not important but urgent then it is a compulsion and we should reduce it. If something is very important and very urgent then there is a crisis which is caused due to procrastination/neglect and such situations should be avoided.

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THE EDITOR'S MESSAGE

The theme for this month focusses on accomplishing work-life balance which helps in prioritizing thoughts and actions on the basis of their relevance to the situation and their significance. It helps in creating equilibrium between our personal and professional lives which are vital as mêlée arise if both the responsibilities are not fulfilled. In order to achieve that equipoise numerous methodologies need to be adopted and the fine balance needs to be maintained.

The topic for next month is 'Role of Organization in Nation Building'. If you share a passion for the topic, have a flair for writing and would like to share your views, you can send us a 300 word article with your brief profile along with your photograph in jpeg format to atyaasaeditor@atyaasaa.com

◀ continued from previous page

Some tips to synergize are the following:

Build downtime into your schedule:

When you plan your week, make it a point to schedule time with your family and friends and also plan on activities that would help you recharge yourself.

Drop activities that sap your time or energy:

Sometimes we waste our time on activities and people that don't add any value. Take stock of those activities as they don't enhance your career or personal life and minimize the time you spend on them.



SYNERGIZING PERSONAL AND PROFESSIONAL LIFE - Joseph Antony

Rethink your errands:

Consider if some of your household work can be outsourced and official work can be delegated to someone else

Get moving:

Sometimes you find it hard to exercise because of your tight packed schedule, but the fact is that by exercising regularly you will become more active and will be able to think and feel better the whole day.

Remember to keep the end in mind:

Always set clear goals for both long term, short term and try to display the same in a noticeable space. ■

OD ENTHUSIAST'S ORATE

.....Shital Ravi

BALANCING WORK-LIFE CONNECT

Shital Ravi, a prolific writer and counselling psychologist by profession, is the founder member of a counselling center started in 1999. As a psychologist, Shital's expertise lies in personality assessments, psychometric evaluations, individual counseling and therapy. She is a veteran in competency mapping and has successfully run assessment and development centers. Developing customized psychometric tests for organizations is an area of profound interest for her.



In today's fast paced world, we often talk about juggling various professional and personal responsibilities. It needs to be understood that the balance that we talk about is a feeling of fulfilling one's important roles appropriately.

However, all of us at some point or the other face imbalance or conflicts in our struggle to juggle a range of activities viz:

- ❑ Profession and career
- ❑ Family and parental responsibilities
- ❑ Self-development
- ❑ Social commitments
- ❑ Leisure
- ❑ Community work

Primarily the conflict starts occurring when the duties, obligations, responsibilities of work and family becomes hard to juggle with and when obligation of one forces us to neglect the other. So how do we know if we are out of balance?

There are several warning signs and it is important that we learn to pay attention to. The signs are as follows:

Physiological (physical) warning signs:

Heart pounding, muscle tension, shortness of breath, dry mouth, high blood pressure, insomnia, dizziness, headaches, stomach distress etc.

Psychological (emotional) warning signs:

Helplessness, anxiety, nervousness, confusion, worry, boredom, negative attitude/thoughts, inability to concentrate, suspiciousness etc.

How do we achieve the desired work-life balance then?

Achieving work-life balance and 'getting it right' is a dynamic process. The point of balance keeps on shifting and the key to attain this balance is to become attuned to these moment-to-moment changes and adapt accordingly.

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BALANCING WORK-LIFE CONNECT - Shital Ravi

Some beneficial ways and methods to achieve the work-life connect include:

- ❑ Compartmentalizing the things that you need to do. While it's not really possible to keep the professional and personal responsibilities separate, we need to demarcate wherever possible.
- ❑ Develop appropriate assertiveness and the ability to say 'NO' wherever required.
- ❑ Learn time management and prioritize your tasks.
- ❑ Inculcate the habit of keeping a 'to-do' list.
- ❑ Ensure that the most important and urgent things are prioritized.
- ❑ Rediscover your hobbies and schedule your time for it, as it is one of the best energy boosters.
- ❑ Put yourself first! If you don't, the quest for balance will be an endless battle.
- ❑ Simplify your life and be clear about what needs to be done and when. **E**



FOUNDER'S ARTICLE

Niket Karajagi

DEMYSTIFYING CAREER SUCCESS

At the outset I wish to state here that I am opening a Pandora's box and the facts stated will generate mixed feelings. In my experience "Work-Life Balance" is a concept manipulated extensively by people who wish to interpret it falsely to their advantage. Let us first appreciate and understand the following regarding work-life balance:

- ❑ It is certainly not about compromising on work ethics, goals and targets.
- ❑ As we move up the pyramid it is not about shirking responsibilities.
- ❑ It is not about just being at home or at work in body without spirit.
- ❑ It is not just the organization's responsibility to guarantee work-life balance; every individual must plan it for oneself. It is our personal "mantra".

So what is work-life balance?

- ❑ It is all about enjoying work and home simultaneously and is purely a state of mind. It is our personal responsibility.
- ❑ It is about enjoying every moment invested with family and limiting time spent in needless bickering.
- ❑ It is also about pursuing our hobbies and interests.
- ❑ Most importantly it is the time invested in self-development and self-evolution.

While the above mentioned is important, the question is how do we get to it? Well, it is the way we look at it because it's our life and we own every moment of it. The best approach out is to have a look at the options and limit your mindset. The approach to reach the solution is to:

- ❑ Find your passion and pursue it. Not finding a passion is an excuse either given by people who do not wish to tread the unknown path or given by those who suffer from pure financial insecurities. There is no point doing things that are choking you up.
- ❑ An important position in corporate or social life requires more time to be spent at work. There is no point getting frustrated. The choice is yours whether you want to take the position or not and once it is taken 100% must be given. The best way to succeed here is to select the performers and coach them. If the team is competent and empowered, work-life balance is a byproduct. Needless to say the best is never a readymade solution, it has to be created.

Niket Karajagi, the Founder Director of Atyaasaa which contributes to the top corporate brands globally. He is a business psychologist, a coach and an organization transformation facilitator with niche areas of expertise and contributions. Niket is an authority on creativity and innovation, emotional intelligence and statistical methodologies apart from his operations background in understanding management processes.



- ❑ Acquire life skills and have friends who can offer options and alternatives to problems in life.
- ❑ Plan your vacations and spend money. Have an attitude to spend and save together. If your team is not delivering your vacations will always get called off.
- ❑ Make a rule in life; avoid unpleasant people and deal with issues and close them, don't keep them open and never look back. The success is always in future. Learn and move on.
- ❑ Have fun with your family and keep the process of discovery on. Stale relationships always stink, so keep them energized and have fun as it is the only way to get forward in life.
- ❑ Lastly have your own benchmark ratio of career and home. If family is

important take a job which is not too demanding. If you wish to make it big, set expectations with folks at home and give them time when you have it in your hands. Vacations become a must when you wish to make it big. Short breaks and long vacations both help a lot. **E**



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BEAN STATEMENT

Balancing is always a tight rope walk and is a combination of both intent and skills.