



Work Life Balance – 4 Ways to Improve It

Once upon a time, a 9 to 5 job was just that, i.e. meaning you had to work from 9 to 5 and then you had enough time to devote to your family and personal pursuits. With factors such as rapid rise of unemployment, unstable economy and a recession, things have changed quite drastically. People have to work more to hold on to their jobs, and suddenly you seem to have to choose between having a job that demands every ounce of your energy and available time and having no job at all. Unfair as this is, most people who face this dilemma choose the job. The work life balance goes right out the window.

All is not lost, however. If you want to recapture some of the lost ground, here is what you can do:

1. **Learn to Organize Your Time** - You will be amazed with how much you can fit in a day when you have a work plan and stick to it. Not only will you learn to use your time optimally, but you will also discover you have enough time left over for your family. This means you have to write 'to do' lists every night and stick to them the next day.
2. **Find a Job Which Allows Flexi Hours** - There will always be some things that are time bound at home - and sometimes even at workplace. To be able to do justice to both sides with the least amount of stress, you need to be flexible about your working schedule. Find a job in your profession where you are allowed flexi hours.
3. **A Vacation Means You Fall Off the Grid** - Before you go on vacation do everything possible to have things run smoothly in your absence. It is a good idea to have a colleague who can do whatever you do on the standby mode for your work. Once everything is in place, let your office, and especially your boss, know that you are off the grid. Your phone and emails will not be attended during the vacation period. This is immensely important to be able to bond with your family and enjoy some real mental rest.
4. **Use Technology to Your Advantage** - Use emails, text messaging and short phone calls to keep in touch during the day and share news through the day. Using technology this way will keep you connected and will also prevent you from missing important events in the life of your family members.