

BALANCING ACT FOR WORKING WOMEN



not a good idea. Take some time out for yourself, too. It is good to pamper and rejuvenate yourself from time to time. Here's how to achieve a work-life balance:

1 Start the day in a relaxed mood. Wake up early. Many of us feel lazy to do so but it sets you up for a good start when you are fresh and ready to take on the challenges of the day.

Make this a habit for your family, too. Prepare a light breakfast that does not take too much of your time and call all members of the family to have it together. That way, you will be close to them and spend quality time with them. You will be done with most of your work by the time you are ready to leave for work.

It's good to reach your office in time as you can finish up most of your work in office. There won't be any need to take it back home.

2 Leave the office on time. On the way, get some goodies for your kids that could make them happy. Once you reach home, greet everyone and take some time to freshen up. Sit with everyone during dinner time and spend as much time as you can with your family.

Take a stroll with your husband while your kids catch up with their work. If you have other members in your family, be sure to spend some time with them. It is good to show that in spite of your busy schedule, you remember each one of them.

3 Make it a point to go to bed by midnight. But relaxing doesn't mean that you sleep the whole day. Stick to your schedule and make sure that everyone is in bed by midnight and gets up early each morning.

4 On weekends, you can have more relaxing hours and take some time to pamper yourself. Have a long relaxing bath, do some household chores, read books, watch television and go for an

outing with your family or friends. You can go out for dinner with your husband, just the two of you. That way, you can spend some time alone with each other. You can come back late or stay out for the night if you have someone to take care of your children. It helps you get over the monotonous way of life.

5 Never bring your work stress home. Leave it behind in office. You might end up spoiling everyone's mood as well as your own if you take all your worries back. Finish as much as possible in office so that you don't take all of it home. If you have work left, go early and try to finish it. It is tough to balance work and family life but nothing is unachievable in this world.

6 Never forget to enjoy yourself as you are working. If you don't enjoy your work, then it is useless to give it so much. If you are upset with your job and feel unhappy, start looking for another job where you are respected and able to work cheerfully. Keep yourself free of stress. You can do it!

How to balance your work and home life

For many career women, striking a balance between home and work is often too challenging. If you feel unable to keep work-family balance in your life during these times, it can be hard to give equal focus to career and family.

Here are some ways to introduce work-home balance into your life:

- Set limit on work time.
- Know when and how to say 'no' gracefully.
- Put people over things, never things over people.
- Get organised so that you can use your time and energy efficiently.
- Establish rules and routines in your home.
- Do what you are good at, and let others do the rest.
- Look after yourself — mind, body and spirit.

If you follow these tips, you can keep a fine balance between career and family.

LOOKING after your home and job at the same time is quite a harrowing experience. Today, women are both homemakers as well as career-oriented, but it is not an easy task to strike a balance.

As a working woman, you can enjoy both your career and family if you keep yourself disciplined and work on time.

When you come back home from office, you don't have much time left for yourself.

Neglecting yourself entirely in order to be a superwoman is

