



**ORIGINAL RESEARCH PAPER**

**Management**

**WORK-LIFE BALANCE – THE KEY FOR ORGANISATIONAL WELL-BEING**

**KEY WORDS:** Globalisation, Organisations, work life balance, priorities

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**ABSTRACT**

In the present day context of globalization, which demands for faster decision making, quick meeting of accomplishments , cost containment , gaining competitive advantage, 24/7 working of organizations to manage different time zones and striking link between costs and quality create a lot of stress on the organizations and in turn on the employees. The organizations of emerging economies like India have a very key role to play in coping up with the above mentioned challenges posed by globalization. These emerging economies are the economies which have received a gamut of opportunities because of globalization as many avenues have opened up for them because of it. It is through work life balance that organisations can focus on staying competitive by exploring various opportunities and making their people align themselves with personal and organizational priorities.

**NEED FOR THE STUDY:**

With changing times, organizations are facing the thrust to stay competitive. In the urge to excel and to fulfill organizational commitments , the difference between personal and professional life for employees has blurred because of which there is overlapping of personal and professional lives. It is through maintaining proper work life balance that the organizations can retain their people or else the valuable resource of an organization which is its people will succumb to stress. Organizations should gauge the changes that happen around them and should accordingly adjust and monitor themselves and their people to cater to the requirements of changing times and situations. As an individual is a whole person which means he is a professional and also he has a personal life and family which he has to take care of, work life balance has a very major role to play. Organizations are microcosms of the society , they should play a key role in maintaining work life balance at their places through possible measures. In this context, the present study aims to understand the role of work life balance and the various measures to be undertaken to create a proper work life balance.

**OBJECTIVES OF THE STUDY:**

**The objectives of the study are:**

1. To know the importance of work life balance at a work place.
2. To understand the various effective measures through which work life balance can be achieved at a work place.

**RESEARCH METHODOLOGY:**

For the present study secondary data has been used which has been collected through books, journals , magazines and websites.

**LITERATURE REVIEW:**

Kinga Hoffmann-Burdzinska and Monika Rutkowska(2015) state that there is a need of taking individual perspective of well-being and worklife balance as a starting point to organizational view on the issues.

Sussanna Shagvaliyeva and Rashad Yazdanifard (2014) have through their study found that by introducing flexible working hours brought some benefits for employee and employer also. Also flexibility at the workplace gives employees time to perform outside of the work roles and it helps balance employees' work and life.

Wheatley (2012) states that ,Work-life balance refers to the ability of individuals, regardless of age or gender, to combine work and household responsibilities successfully. The distinction between work and life is problematic for example due to the instance of work-related time, including travel-to-work, which cannot be considered asleisure, but equally cannot be considered work in the sense of paid employment.

C. J. Gatrell and Cary L Cooper (2008) suggest that if better work life balance is to be achieved , legislation needs to be tougher and opportunities for flexible working without the attendant detriment to career progress – should be available to both male and female professionals.

Greenhaus and Powell (2006) have defined work-family enrichment as the extent to which experiences in one role improve the quality of life in the other role .

**What is work-life balance ?**

Work-life balance is a concept including the proper prioritization between work (career and ambition) and lifestyle (family, health, pleasure and leisure).

At the same time, we need to understand a few facts

- a. *Work life balance does not mean an equal balance:* Time can't be divided between work and personal life equally all the time.
- b. *Your best individual work- life balance varies over time :* Often this can be daily also. Priorities of individuals change over time. As a professional matures and ages priorities attached to different aspects of individual and personal lives change.
- c. *There is no one size fits all, work-life balance :* Because individuals are unique, they live different lives and obviously priorities would be different.

**Benefits of work-life balance:**

1. Health and well-being of the employees can improve
2. Employees become more productive
3. It can lead to enjoyment of work
4. People can have more time for them
5. Nothing would be missed out which means both work and personal life commitments would be attended with utmost ease.

**Employee benefits that can improve work-life balance:** The following are the various employee benefits that organisations can offer to improve work-life balance

- **Alternative work schedules:** Where in , instead of following a standard work schedule , an employee is given a chance to work for more hours may be 3 or 4 days a week and is permitted to take off for the rest 3 or 4 days.
- **Flexitime:** Where an employee is offered to work as per his convenient timings, in the early morning or afternoon or evening but is expected to comply with the stipulated number of working hours condition.
- **Child care option:** Many work places understanding the needs of the modern families are offering child care facility option through which the young kids parents can work comfortably
- **Telecommuting:** Working from anywhere at any time is possible as technology driven applications are available at disposal now.
- **Greater flexibility with leave arrangement:** Improve access to flexible leave arrangements with which leave

processing can be done effortlessly

**Measures for achieving work-life balance:**

- **Prepare a to-do list:** Before beginning office work every day spend 10 to 15 min to prepare a to-do list for the day and at the end of the check out the status related to the list.
- **Set priorities:** Have proper , valid priorities. Once the priorities are in place pursue them in accordance to the deadlines finalized.
- **Determine the schedule in advance:** If the schedule of the events of work or personal life are planned in advance then the way out to accomplish them can be identified .
- **Stay connected with colleagues:** Maintaining warm and cordial relations at work place can help the person in fulfilling responsibilities effectively. .
- **Seek help in need:** With warm relations at workplace you can seek help in a situation of urgency or when you are overwhelmed with work and the tasks can be performed in time.
- **Work smarter :** Using time more efficiently is an important skill that everyone can learn. Adopting the right combination of time management practices save a lot of time a day.
- **Set specific goals:** Take your list of priorities and turn them into concrete and measurable goals. Block time into your schedule for activities just like you would for an important meeting or an appointment.
- **Unplug:** Attach boundaries to work and avoid too much staying connected to the work place through phone calls, emails or social networking when there is no important task.
- **Follow a clean desk policy :** Avoid clutter on the desk. Ensure that all the documents that come to you are gone through , segregated and filed properly .
- **Organise files and folders properly:** Ensure that folders and files be it digital or stationery ones are given proper , identifiable names so that they can be retrieved with ease.
- **Discard files not in use:** To stay focused discard files not in use to avoid clutter and to focus on important regular files in use.
- **Reduce social networking during working hours:** Reduce social networking if during working hours to increase your attention and focus and in turn performance.

**CONCLUSION:**

In the present day context, there is overlapping of professional and personal lives due to the demands of the changing times and situations. Work life balance can help individuals in addressing this. If individuals comfortably slide into their professional and personal lives with ease through their work life balance measures then they can become successful professionals. In this organisations also have a key role to play. By implementing certain work life balance strategies in their reach, they can encourage their employees to fulfill their personal commitments also with which they can play a significant role in addressing the changing needs of the society.

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