

Juggle Work and Play

Strategies to balance home and office during the festive season

NUPUR EMAILED TO ASK: THIS FESTIVE SEASON, I AM EXPECTED TO GO ON SOCIAL VISITS; HOWEVER, I HAVE DEADLINES AT WORK TOO. HOW CAN I MANAGE BOTH?

With the festive season in full swing, you must be busy making plans to spend time with your friends and relatives. Your boss may be sensitive to your needs but remember, no one has the right to take time off when there are critical business needs.

Here's how you can manage your work and bond with your relatives during the festivals.

■ **Anticipate work** Speak to your supervisor, other team members and branches to understand what work assignments may come up during the festival weeks. Tell them about the number of days you may be away from work.

■ **Seek support** Find out about team mates who are also applying for leave and who would be staying back. Next, help those who are staying back develop capabilities so that work can be managed in your absence. Make a plan addressing the work demands and elaborating on who can get it done. Share it with your supervisor.

■ **Manage expectations at home** Be upfront and let your family know your schedules and how much time you will be able to spend with them.

To show that you care, create some 'surprise activities.' Help your family realise how much you value them and that you also need to meet expectations at work.

■ **Be committed to work** All forward-looking organisations recognise the value of good employees and are willing to find ways to help them meet their personal needs by offering them flexible arrangements, as long as the work demands are met.

■ **Create a strategy** Ask yourself how taking time off will help you improve as a professional and share your thoughts with your boss.

Balancing work and home requires continuous adjustments. Just like an acrobat who keeps shifting his weight from one leg to the other to keep his balance while walking on a rope. ■



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MANAGE YOUR COMMITMENTS BY REVIEWING WORK FROM HOME

