
Introduction

Successful career and life depends on how well an individual balance them to achieve maximum satisfaction in life. The values which an individual associate to career/ life based on their judgment help them to choose the appropriate careers or to involve in hobbies or other activities. The value here means the things that you believe as important in the way you live and work. We are often focused on one area of life at the expense of another. We are more successful when we are in balance with every area of lifelike career, family, friends, finance, leisure, health and spirituality. Work life balance brings satisfaction and peace of mind to an individual.

Work-life balance is particularly important for women due to the multiple responsibilities they need to handle in everyday life. Women are often blessed with the inherent abilities to perform multiple tasks at a time when compared to men. These qualities might have either achieved during the course of life due to necessity or as an inherent ability. Maintaining work life balance is not an easy job. But heart of balancing can be learned. Sometimes we may have work life conflicts. In extreme cases it becomes necessary to sacrifice one for the other. In these cases choosing the priorities through wise decisions becomes important.

Steps to achieve success in career and life

1. Identifying priorities

For this one need to set priorities themselves which one feel important to them. Determining your most important current values (e.g., money, location, service to others, time with family), ranking them and deciding which one you will trade off if faced with a contradiction. It's important to know what personal values we want to achieve in life before making career choices. This will help to most possible of these values. Making an initial list of values is usually the easy part. The real challenge –is to decide on the choices we have to make in setting our priorities or in deciding which values we will give up or trade off when we face contradictions (Nicholas W. Weiler and Stephen C. Schoonover, 2001).

People often get influenced by the words of parents, mentors, organizations, and others for prioritizing the choices. It is quite natural to think on the way one's parents want to be. But each individual needs to take decision on what is their ultimate goal in life. Similarly the professional mentors such as teachers, bosses, or experienced co-workers influence persons to make decisions on life. The organizations companies in which one work also influence to act as per the organization's vision and mission. Friends, siblings, or peers are others who influence a person to decide on their priorities. However it is essential that a person need to stand for the life which really he or she wants. Similarly if a person chooses a

profession which is their passion, there won't be any boredom and they will be able to face all hurdles. But most of the time there may be other priorities than to stick on to one's passion.

2. Setting goals and achieving it

Once we have prioritized our work life values we need to set goals to achieve it.

- What career or family goals I want to achieve in a period
- How much money I need to invest or save
- How much time I need to achieve the career and family goals.
- What are the skills required to achieve my goals

To achieve the goals management of time, money and improving skills are important.

2(a).Time Management: Time management is an important aspect to improve the work life balance and quality of life. Time management will help to accomplish more at a short period of time. Keep a check on how your time was spending last week. Eliminate all time wasters and delegate whatever things which are not aligning with the set priorities. Concentrate one thing at a time. Devote full attention to the thing which you are doing so that each one can be achieved at a stipulated time. Schedule a target for each day and see that it is achieved (www.briantracy.com).

Some of the tips for time management

- Stop doing non-priority tasks. Delegate them, outsource them, or eliminate them
- De-clutter your home and office. Get rid of everything you haven't worn, used, or referred to in more than a year.
- Introduce at least one timesaving strategy into your life each week, eg: paying bills online, organizing things at home/ workplace, introducing technology for personal or professional effectiveness.
- Cut in half the time you spend watching TV. Choose the programs you want to watch.
- Keep track on spending habits for at least one month. Stop buying things you don't need. Draw up a personal budget and stick to it.
- Start scheduling personal activities into your planner, such as recreational activities, physical fitness, and movies.
- Don't save money if it means wasting time. Time is more valuable than money. (<http://bookboon.com>)

2(b).Money management: Money even though cannot buy all the happiness in life, is able to solve at least 50 % of the issues in life. Proper planning of money, developing discipline in spending and saving habits are as important as earning. The monetary balance will help to improve the quality of present and future life.

Tips for money management

- Prepare a budget for every month.
- Try to identify the items on which excessive spending occurs
- Find ways to cut short unwanted expenditure
- Calculate how much you can save every month by cutting the unwanted expenditure
- Start saving at a young age even with small amounts

2(c). Improving technical and life skills: Improving professional and life skills makes a person successful. The skills in career can be improved through professional training. Identify what specific combinations of skills (e.g., intellectual, technical, interpersonal, physical, artistic, computational, etc.) are required to improve the efficiency in professional and personal life. Life skills are abilities for adaptive and positive behavior that enable us to deal effectively with the demands and challenges of everyday life. They are a set of human skills acquired via teaching or direct experience that are used to handle problems and questions commonly encountered in daily human life. Some of the important life skills identified through delphi method by WHO (1997) are:

- Decision making
- Problem solving
- Creative thinking
- Effective communication
- Interpersonal relationships: In order to broaden your network of contacts, you must network continually, at every opportunity. There seems to be a direct relationship between the number of people you know and how successful you are.
- Self-awareness/mindfulness
- Assertiveness
- Empathy
- Coping with stress, trauma and loss
- Resilience

Practical exercise on managing time to improve the quality of life

Ask the participants to write on their daily activities on a sheet of paper with approximate time spend during last week/ month. Ask them to identify the unwanted activities and time spends on each activity per day. Count the hours which they waste every day on unproductive activities and arrive at how much days wasted every month/year. Ask them to find strategies to eliminate the unwanted activities and to prepare a time budget.