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KNOW-WIZ
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How To Balance Your Personal And Professional Lives

Keeping all aspects of your life in working order is always harder than you think it is, but here are some ways to make everything go more smoothly:

1. Stay on top of your schedule.

I schedule [every single minute](#) of my day — and it does wonders for me. While it might sound overly restrictive, detailed scheduling is actually liberating. Assigning specific tasks to specific time blocks ensures that I get done exactly what I need to when I need to.

2. Don't let one creep too far into the other.

An unhealthy working schedule rarely starts that way. More often than not, what begins as a manageable workday slowly starts to seep into personal time. Innocent, one-off things like reading an email, checking on an account, or contacting a client have the potential to snowball into a much larger work-life balance issue.

3. Know the schedules of those around you.

Figuring out your own schedule is only half the battle. To get the most out of both your personal time and your professional time, you need to know what those around you are doing. Designing your schedule in a vacuum ultimately means you're going to have conflicts with the schedules of your co-workers, friends and family.

[Work-life balance](#) isn't just about putting the “appropriate” number of hours into each facet of your life. It's also about being around for the key moments. Clocking in 50 hours a week at work doesn't mean as much when your schedule forces you to miss a big meeting. Getting home early isn't as valuable when it means missing an important birthday party or piano recital later on.

4. Analyze your time.

How do you really spend your time? What proportion of your day is spent working with clients? Entering data? Checking emails? [Making the most of your time](#) means spending that time in the most useful way possible, and it's difficult to get the most out of your time if you don't know how your time is being spent in the first place.

5. Think about more than just time.

Tracking the hours you spend at work and home can lead you to think that balancing your professional and personal lives is merely a numbers game. The truth, however, is that just physically being somewhere is different from truly “being” there. We've all come home from a hard day at work in a daze, and

we've all come to work hazy after an exhausting night. Striking the right balance means balancing your energy, as well as your time.

You're never going to get your best work done if you're not satisfied with all aspects of your life. Devoting too many hours to your job can actually reduce the quality of your work and bring other aspects of your life down as well. Managing your professional and personal lives is critical to making the most of everything you do, and thinking critically about how you spend your time and energy is necessary for balancing the scales.

-Prof. Vishwa Bhatt

(Ad hoc, VTCBCSR)

ETHICS IN REAL LIFE.....

Theory says that, “ ethics is derived from the Greek word **ethos** which means customs, habitual usage, etc. Ethics means the individual’s personal belief regarding what is right or wrong or good or bad. Ethics involves the discipline that examines good or bad practices within the context of the moral duty.”

This is just a theory portion, let’s see ethics in real life. In real life , ethics is such kind of values or norms of our own do’s and don’ts . Do’s and don’ts in regard with what we have to do and what we don’t have to do for ourselves in our life.

Ethics can be helpful in making decisions. We can take decisions as per our ethics. Ethics decision can make the work in the proper way. Our ethics make us the perfect person in all-over the society.

An ethical person looks for what is good for him/herself and for society. He will protect the rules and regulations of the society. An ethical person will follow his / her duties and obligations toward one another. Because following his/her duties and obligations is considered ethically correct. When a person follows his/her duty, he/she follows the Deontology theory of ethics.

For example, a person goes to hospital, there he sees an old man is paying the bill of medicine but that old man has insufficient money to pay the given amount. He helps that old man , he has not told by anyone to help him but he helps. It is called **supererogation**. That person follows his duty to help that old person.

Every people follow different different approaches to judge ethics. Ethics is also helpful in the business. The businessman use the same definition of ethics at workplace. At the workplace, ethics is the systematic study of ethical matter in business.

An ethical businessman never face the loss, if the businessman get loss then the businessman will incur the loss by taking ethical decision. Some businessman follows ethics over profit. They do their activities regarding their ethics and make profits with ethical activities. While some businessman follows profit over ethics. They don’t care about their ethics. They only mean to make profit.

When we always follow our ethics, we will get ethical dilemma in some matters. When the person has to take an ethical decision and he has some alternatives looking equally right and wrong, the person faces ethical dilemma.

For Example, a lady is driving the car, she has two ways to reach at her spot. On the one way 5 children are there and an accident will be occurred and on another way there is only 1 child on the path. There will also be an accident. The lady has to choose only one way. She is in dilemma that which way she chooses. There will be an accident on those both ways, but on one way 5 children will die and on another way only 1 child will die. She chooses the way where only one child will die and saves the lives of 5 children. It is an ethical decision she has taken.

In short, ethics is easy to understand practically rather than go through theory. It is as same as theory but in theory some points or activities be complicated while in practical manner that points or activities be clear to understand.

- Heny Prajapati (Student, TYBBA)



-Shaikh Tanzila (Student, TYBBA)