

GUIDELINES

Guidelines Newsletter 10th Edition March 2012

From the Chairman



Dear Readers,

Work life balance is a mantra that all are singing but very few are following. That does not mean people do not want to follow. I believe the concept of work life balance can be better understood to start achieving it. Work life balance does not mean that you have to have a set timeline for everything and follow it by the book. This, as many of you must have already experienced is not practically possible. Even if you believe it is, in all probability you will land up into frustration.

Effective work life balance goes more on the lines of planning and timing your activities. It helps to know on a daily and weekly basis what you have to accomplish and set timelines for the activities. If you know your activities on your finger tips, you will definitely be able to juggle around when unexpected things come up. For example if you know that Activity A, B & C have to happen on a certain day, if for some reason / dependability, A is not getting accomplished, you can immediately move on to B or C, and then come back to A whenever possible. Another area where most individuals get stuck is prioritization. This is as much important as planning. This needs constant practice till you start getting it right. Better start sooner than never!!!

Work and Life: Let's set the balance right!

Work-Life balance is important but it's kind of getting a little difficult to handle it in today's fast paced life. So just take a little time off and instead of only focussing on how you can get better at work, your appraisals and promotion, just start thinking on how you can devote some meaningful time to yourself and your family.

Read on to know more about tips on how to set the Work-Life balance right [on page 3](#)

Networking: An important element for your career growth

Networking is the art of connecting with people. Networking is developing and maintaining contacts, relations and personal connections for varied reasons. Read on to know the advantages of networking [on page 5](#)

EDITOR'S NOTE

It's the month of March. You must be busy looking into your investments and planning your tax returns. Right?

You can make the right investments when you are well settled either in your job or your business. So have you ever wondered what it's like to get that dream job that will take care of your expenses, savings and investments? Even when you get a dream job, you should be able to enjoy yourself and be able to devote meaningful time to your friends and family. This is nothing but Work-Life balance.



Work-Life balance - How many of us are able to set the balance right. The first article in this Newsletter talks on how Work-Life balance is important and also shares some tips to get the balance right so that your work and life are well balanced by you and neither of them takes a toll on the other.

Also, we shall focus on networking and why is it important. You may have landed the right job. You are happy with it. But is that enough? No. The second article in this Newsletter talks about the importance of networking and how it helps you in your career growth. It helps you grow as an individual and avoids stagnancy. This article will talk about what is networking; why it is important and gives tips on how to build a good network.



Read on!

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From the Research Desk

Work and Life: Let's set the balance right!

"In the fast moving life, there are many pressures that new-age couples have to deal with- running a home, doing daily chores like cooking/cleaning, raising children and handle the tight deadlines at work!



"Ever wondered how the 21st century couples can deal with all this? How can they divide their daily work, make sure their children get the right amount of attention and time and also be productive at work?" is a question asked in a recent article in a leading daily news website.

It's a provoking thought – worth to ponder on. Most of us spend around 8-10 hrs in a day at work. You are lucky if your workplace is close from home or else if you have to spend hours travelling, it's bad luck! So, you got to deal with your boss, your co-workers, your seniors as well as other work aspects. But while doing all

this, are you left with enough time to give to your family and your own self?

Work-Life balance is important but it's kind of getting a little difficult to handle it in today's fast paced life. So just take a little time off and instead of only focussing on how you can get better at work, your appraisals and promotion, just start thinking on how you can devote some meaningful time to yourself and your family.

Following are few tips on how you can set the Work-Life balance right:

Tick that calendar: Yes it's necessary to have a schedule to track your activities and make sure you have some downtime to spend with your family and friends and engage in activities that help you recharge.

So whether it is a dinner date with your spouse, a softball game with your friends or taking your children to the park, just tick the calendar and schedule these activities so that you know in advance what you need to do and you have something to look forward to as well.

Organize and prioritize: Ok, so you have a meeting the next Monday that's going to demand your time at home as well. Then, when you know this is true make sure that you plan and organize your work in such a manner that after Monday you spend sufficient time with your family.

Prioritizing activities is also important and you know it best where to spend time and where to not. There's no need for you to spend extra hours at work in unnecessary gossiping and wasteful activities. Instead, utilize this time to pursue a hobby or spend some quality time with your family members.

Use technology: It might sound surprising how technology can help in maintaining a work life balance; but it's true. There are many working professionals who stay connected with friends and family on the mobile Internet using emails and social networking sites.

Working moms check their children's homework using Office 2010 on their smart phone. This helps them keep track of what the children are doing on their way to office and also allows them to edit the documents and make corrections on the phone.



Learn to relax: Relaxation goes a long way in relieving stress and recharging your batteries, leaving you fit and fresh to take on more tasks. Exercise or pursue a hobby that helps you relax. Chat with friends, go for a walk or simply enjoy your time at home.

There are numerous benefits of Work-Life balance such as:

At Work

- You feel more relaxed and energized
- Results into more productive work and greater career success
- More fulfilment from work

In Life

- Improves relationships with family and friends
- Better physical and mental health
- Leaves more leisure time to spend with loved ones, or time for yourself

Work is important but so is your family. Hence devoting sufficient and quality time to both these aspects is equally important. Your work life cannot take a toll on your family life and vice-versa. It's like a weighing balance where work and life demand your role in equal measurements.



So whether at work or handling your life, you know now why it's important to set that balance right!

Networking: An important element for your career growth

Networking is the art of connecting with people. Networking is developing and maintaining contacts, relations and personal connections for varied reasons.

Networking is not only important in day to day life but also for your career growth. By connecting to people, you can share your thoughts, ideas as well as challenges and seek their help at the same time. Whether it's your work group or just a circle of friends, networking ensures that you have people around in times of need.

There are several advantages of networking. The advantages are listed below:

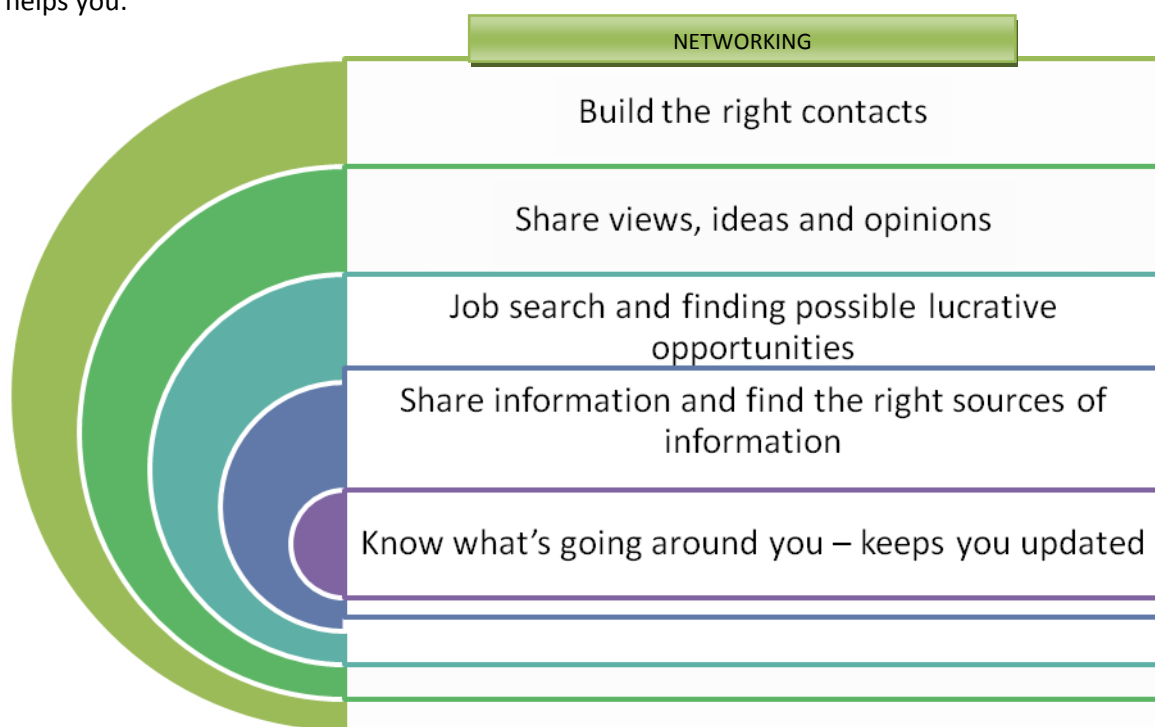
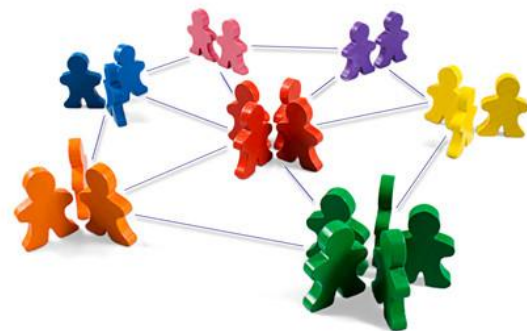
Low costs: It costs nothing to have a good chat, talk and listen to others. Social networking sites for personal and business use are also free for use to connect with others for personal or official purposes.

Marketing: Having a network or a group helps you market yourself or any business or product that you are offering. You have a list of people ready and you only need to communicate your marketing strategies to them. Networking helps you reach a wide range of people and helps you effectively market your products and offerings.

Builds credibility: You can build trust in customers if you can connect with them on both personal and professional level. Using social networking sites is all about sharing information, not only your own information but other people's information that you think can be useful for others as well. The more your customers know about you, the better.

Easy to stay in touch: Years ago letters, phone or email were the only way people could keep in touch. But today, thanks to the social networking sites, you log on the net and you know who's doing what once you log on the net.

Networking is as important in your career life as it is in your daily life. Having an effective network helps you:





One of the popular professional networks is LinkedIn.

On social networking and professional networking sites like Twitter and LinkedIn, you can connect to people from different backgrounds and different companies. You can find information on people and companies. You can find experts and ideas, blogs and articles with comments. You can explore opportunities if you are looking for a job.

When you connect to more people, you are exposed to a wide variety of not just views, opinions and ideas but different skills sets and profiles as well as different personalities that help you analyse where you stand and where you wish to be. Professional networking websites provide an excellent platform to build and market your professional identity and explore your areas of interest with regards to your career and profession.

Consider that you want to post your resume. Well, there are many job sites or portals that help you do that, but what is the guarantee that it will reach the right person. So, in this case the professional networking sites help you track the HR departments and their contact so that you can forward your resume to the right persons in the company of your interest. There's also a feature that allows you to follow companies and know the latest trends and updates about that company.

So whether you are networking through websites or through a group, you know that networking helps you connect to the right people at the right time.

So go ahead, connect to people, build your network and see how it works to your advantage! Wish you luck!
- **V SOLVE Research Team**

CALL FOR CONTRIBUTIONS

We encourage you to send us your contributions in the form of articles, quotes or comments & thoughts on the discussions in this newsletter.

Write to us at news@vsolvegroup.com. Make sure to indicate that it is for the Guidelines Newsletter.



Share with us 100 or more e-mail ids to expand our reader's database, and be the lucky one to win exciting prizes!

**** Terms & Conditions Apply**

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