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Women & Young Members Excellence Committee

Organises

यशस्विनी - An IDOL- Live Webinar



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From Work— Life Balance to Work Life Harmony

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Work-life balance challenges

COMMON STRUGGLES FACED BY PROFESSIONALS



Time Management

Managing time effectively can be difficult, especially with competing demands from work and personal life, leading to feelings of stress and overwhelm.



Communication Overload

The constant influx of messages and notifications can disrupt focus and create a sense of urgency, making it challenging to prioritize tasks and maintain clarity.



Health & Well-Being

Balancing professional responsibilities with personal health can be tough, often resulting in neglected fitness routines, poor nutrition, and decreased overall well-being.

High expectations at work and home

Constant change and deadlines

Pressure to be always available

Always on the run

Multiple priorities at same time – Everything is Urgent – Do it Now

No time for self

Myths vs Reality

Myth

- Work-life balance is often misunderstood as **equal time** for work and personal life, which is impractical.
- Saying "**no**" may affect credibility,
- while taking on **more tasks** shows **commitment**.

Maintaining satisfaction for everyone at home and work is challenging.



Reality

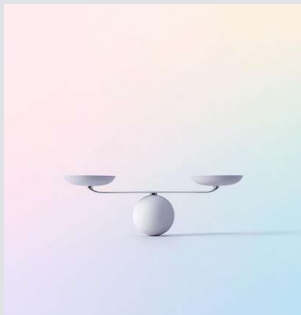
True harmony involves adapting to life's demands and establishing **flexible boundaries** while **prioritizing** what matters most. Achieving balance between professional and personal life includes:

Allocating time and energy to prevent burnout
Implementing flexible boundaries for conflicting demands

It's about finding a personalized **equilibrium**, not just equal time division.

Current State of Work-Life Harmony

Menti Poll



Balanced

This reflects a sense of equilibrium and contentment.



Stressed

This indicates overwhelming responsibilities and challenges faced.



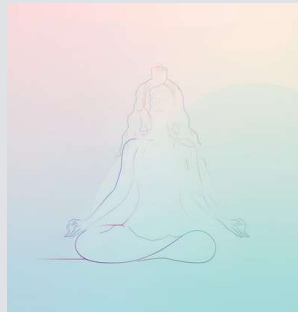
Relaxed

This shows a moment of peace and rejuvenation.



Refreshed

This demonstrates a renewed energy and perspective.



Mindful

This emphasizes the importance of mental well-being and focus.



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Why Balance Alone Doesn't Work

Traditional work–life balance frameworks fail to accommodate the **dynamic nature** of personal and professional lives. As priorities shift, embracing a more **holistic approach** focused on harmony allows individuals to adapt and thrive, integrating their responsibilities with personal fulfillment and well-being seamlessly.

Shifting focus to Harmony

WHAT?



Integration

Prioritize blending personal and professional goals harmoniously. Work and Life are interconnected and not separate

Alignment

Ensure values and actions are consistently coordinated for success. Decisions are guided by what matters most right now

Trade-offs

Recognize necessary sacrifices for a balanced lifestyle and happiness. We choose intentionally where to invest time and energy

Creating Harmony in Life

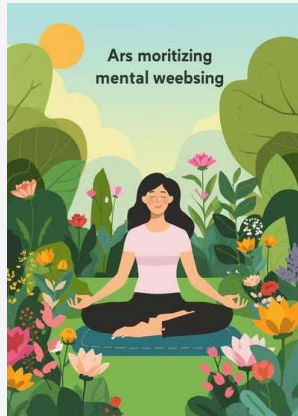


Goals

- Clear Goals:
Guide your **daily actions**

Minimize **confusion and **guilt**

** They make it easier to determine when to say yes or no to opportunities.



Prioritize

The Importance of Prioritizing Tasks
. Consider the following points:

- **Urgent.**
- **Attention.**

Priorities can shift depending on your life stage.



Clarity in Execution

Key Benefits of Clarity :

- Ensures shared **understanding of goals and expectations.**
- Facilitates effective **decision-making** for informed choices.
- Enables accurate **measurement** of progress.

Goal Setting Techniques



Wheel of Life

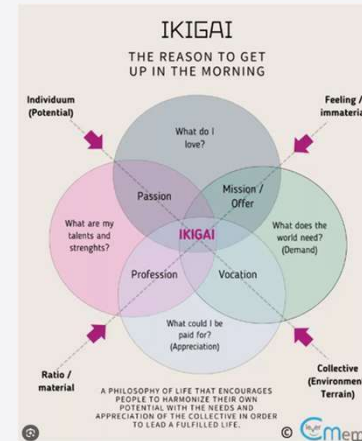
The **Wheel of Life** is a self-assessment tool that helps individuals assess satisfaction in areas like career, health, relationships, and finances. It highlights imbalances and sets goals for greater balance and fulfillment.

5/25 Rule

Warren Buffett's 5/25 Rule involves listing 25 key life or career goals, selecting the top 5, and avoiding the other 20 until the top 5 are achieved. This creates a focused "not-to-do" list to concentrate on what truly matters.

IKIGAI

Ikigai in goal setting uses the Japanese concept of "reason for being" to create meaningful, purpose-driven goals by aligning passions, skills, societal needs, and potential earnings for a fulfilling life and career.

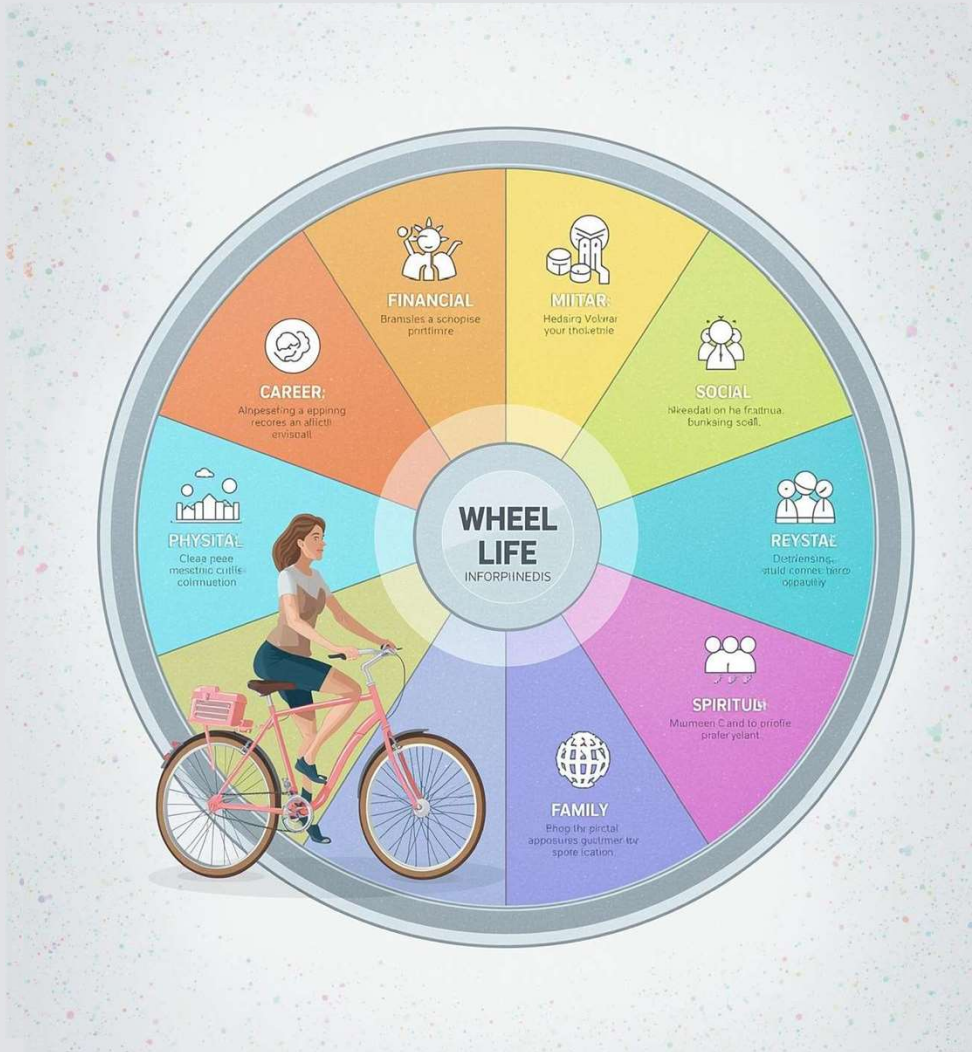


Hierarchy of Goals

The **hierarchy of goals** organizes life objectives from daily tasks to abstract purposes, with mid-level goals serving as connections. This structure provides meaning, direction, and fosters perseverance by aligning actions with a stable long-term vision, like using science to support children's development.



Goals



The **Wheel of Life** infographic effectively visualizes different areas of life to help individuals identify their goals. By categorizing aspirations into Financial, Career, Mental, Physical, Social, Spiritual, and Family dimensions, it encourages holistic growth and balanced living, fostering intentional goal-setting.

Effective Prioritisation Techniques for Success



Yes/No Model

Simplifies decisions by focusing on clear choices.



Eisenhower Matrix

Prioritizes tasks based on urgency and importance.



ABCDE Method

Assigns priority levels to tasks for clarity.



1-3-5 Rule

Balances tasks for manageable daily achievement.



MoSCoW Method

Distinguishes essential tasks from non-essential ones.



Eat the Frog

Encourages tackling difficult tasks early in the day.

Prioritizing Your Well-being

Menti Poll

Use code 39603914



Career

Focus on your professional growth and goals.



Health

Prioritize physical and mental well-being daily.



Family

Nurture relationships with loved ones at home.



Personal Time

Dedicate moments for relaxation and self-reflection.

Clarity in Execution

First Step

Define your primary objective to create a clear path for action.

Schedule Time

Allocate specific time slots each week dedicated to your work-life balance efforts.

Focus Task

Concentrate on one task at a time to enhance productivity and reduce stress.

Weekly Check-ins

Review your progress weekly to adjust strategies and maintain accountability.

Continuous Improvement

Embrace feedback and remain adaptable to improve your work-life harmony journey.

Achieving Work–Life Harmony

Priorities

Clearly defined priorities help guide daily decisions.

Time Management

Effective scheduling maximizes productivity and reduces stress.

Breaks

Regular breaks enhance focus and prevent burnout.

Say NO with a Smile

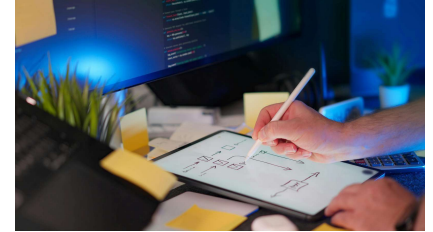
There is no point taking up every tasks if your productivity and work quality will be impacted

Schedule your days

Having a plan ensures work doesn't take over your personal time. sticking to schedule gives you space to enjoy life.



Smart work optimisation tools



Agentic Calendar Management

The Hack: Set "Dynamic Buffers."
Program your calendar to automatically add 15-minute breaks after high-intensity meetings

The utility

An AI-integrated calendar shifts low-priority tasks during focus dips and schedules "Deep Work" in peak performance hours based on past energy levels.

Autonomous Administrative Assistants

The Hack: Use "Zero-Touch Follow-ups." Configure your workflow to automatically generate task lists from spoken conversations.

The utility

AI transcription and summary tools can attend meetings for you, provide bulleted action item summaries, and automatically update project management boards without any typing required.

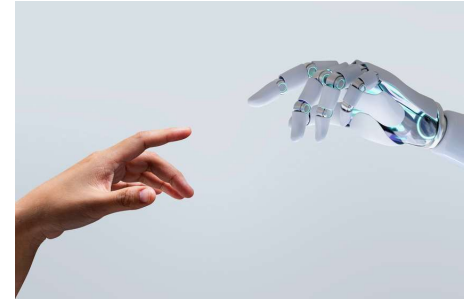
Smart Communication Gatekeepers

The Hack: "Batch Communication Windows." Disable all notifications except for those from a pre-approved list of emergency contacts.

The utility

Intelligent inbox filters sort emails by "Intent" instead of "Sender," draft context-aware responses to routine queries, and alert you only to messages needing complex human decisions.

Sustainable work life balance tools



Biometric "Micro-Recovery" Tools

The Hack: The "50/10 Focus Sprint." Work for 50 minutes, then use a 10-minute "bio-break" involving light movement or a breathing exercise to reset your cortisol levels.

The utility

Wearable software tracks physical activity and triggers mindfulness exercises when stress levels are high, helping to prevent burnout. It can also send reminders to take breaks after completing tasks.

Digital Boundary Enforcement

The Hack: The "Virtual Commute." Use a specific 15-minute routine (like a walk or a specific playlist) to signal to your brain that the workday has officially ended.

The utility

Cross-device focus lockers that "hard-block" work applications and notifications across your laptop, phone, and tablet at a set time, making it physically impossible to "just check one more email" during family time.

AI-Enhanced Learning & Skill Acquisition

The Hack: "Summary First" Reading. Never read a full report or watch a long video without first reviewing an AI-generated 30-second summary to see if it's worth your time.

The utility

Research assistants that can scan thousands of pages of documentation or hours of video to answer specific questions, allowing you to gain hours of knowledge in minutes.

Practical Ways to Build Harmony

Time Management

Effective scheduling helps balance daily responsibilities efficiently.

Planning

Strategic planning ensures clarity and focus on goals.

Energy

Prioritizing self-care boosts productivity and overall well-being.

Integration

Merging work and life creates a seamless experience.

Boundaries

Setting limits protects personal time and reduces stress.

Support

Seeking help fosters collaboration and shared accountability.

Commitment to Your Work-Life Harmony



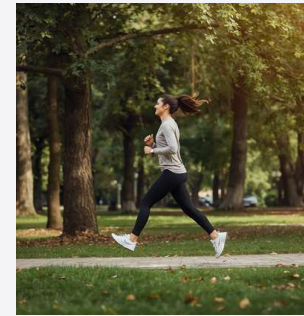
Protect Personal Time

Prioritize your moments of peace and self-care.



Revisit Priorities

Regularly check in on your personal goals.



Set Boundaries

Clearly define your limits to protect well-being.



Ask for Support

Seek help from friends and colleagues when needed.



Cultivate Balance

Embrace practices fostering harmony in everyday life.

Achieving harmony in life requires

- **Intentional choices** made daily
- **Embracing imperfections** and adapting
- **Focusing on priorities** that matter
- **Setting boundaries** for personal time
- **Practicing self-care** to recharge
- Remember, harmony is a journey, not a destination.



One Last Thing



Q & A



Thank you!



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