

SEMESTER-II (Pool-A)

COURSE NAME : WORK LIFE BALANCE (CHOI-A50)

Number of Credit: - 02

Maximum marks: 50

Module 1

- Benefits of a Healthy Balance in life
- Why is Work-Life Balance so Important
- Effects of an imbalanced life
- Importance of Mental and Physical Health in the Long term
- Leaving Stress at where it belongs
- Stress Management at work
- Establishing and Maintaining boundaries

Module 2

- Signs of an Imbalance in life
- Science of the Mind and the Body
- Stress and the ways to cope it
- Understanding Stress and dealing with it
- Exercise for the body and mind
- Taking time for self at work
- Turning off from technology

Module 3

- Eating and well-balanced diet
- How much is Enough Sleep?
- Importance of Taking ME time
- Relaxation And Rest
- Power of Concentration and Focus

Module 4

- Aligning your goals with life's purpose
- Setting up priorities for work
- Urgent tasks vs. Important tasks
- Time Management Skills
- Detecting Time Wasters of life