

Gabriel Iqbal  
Leading Peak Performance Coach

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Leadership-Management-Team Building-Well Being-Environment

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**Powerful Well Being**

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A blue graphic featuring a stylized globe, a white airplane, and a stack of stones, serving as a background for the Eureka logo.

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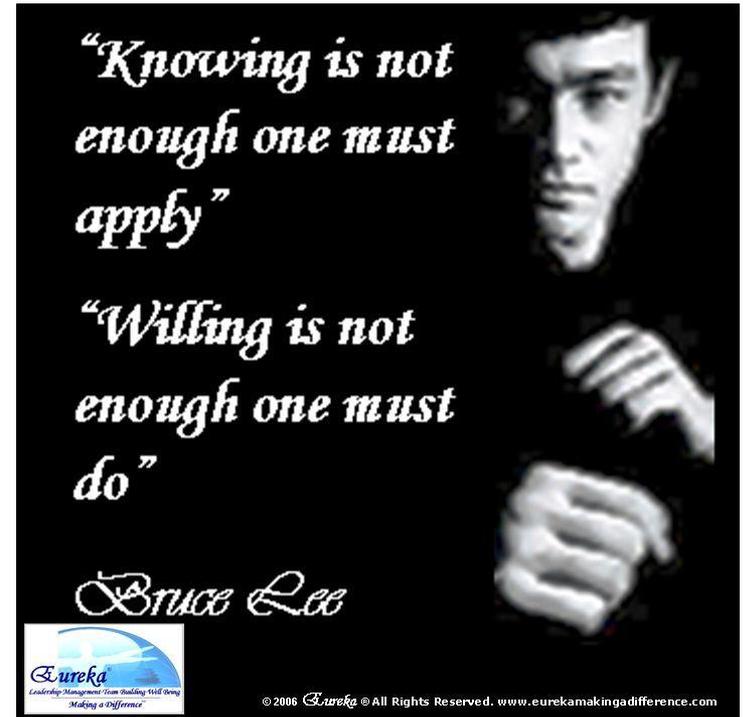


## **Subject: Well Being**

### **Part 1: Diet** Balanced and Powerful

## Balanced Nutrition

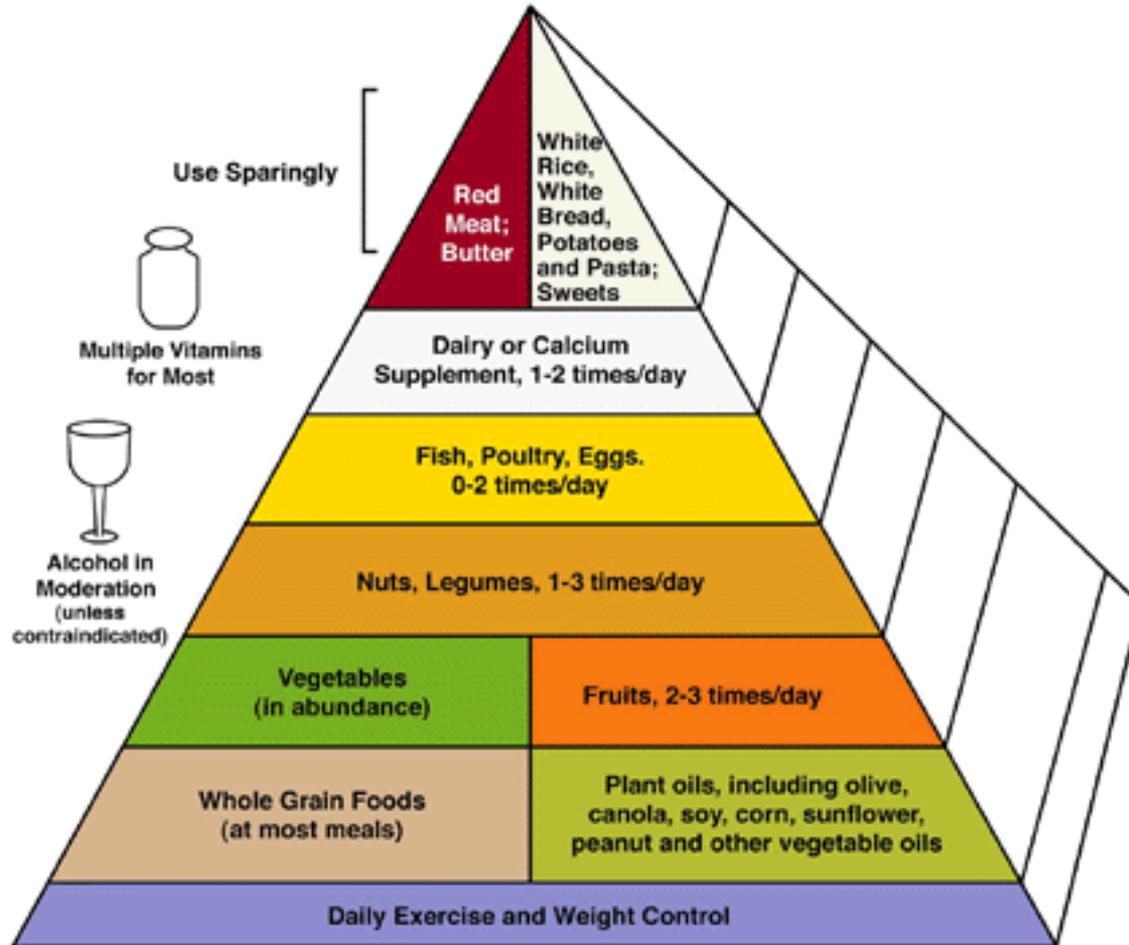
1. Maintaining a Balanced Nutrition is the practice of making choices about what to eat with the intent of improving or maintaining good health.
2. Typically this involves consuming necessary nutrients by eating the appropriate quantities from all of the food groups.
3. Since human nutrition is complex subject balanced nutrition may vary widely subject to an individual's environment, genetic makeup, and health.
4. For around 20% of the planet's population, lack of food and malnutrition are the main impediments to healthy eating.
5. In the developed world over eating is the main reason for circulatory and other associated disorders. Processed food, Hormone Induced Foods and Genetically Modified Food have all know to have many negative effects on health from cancers to various deformities.



## A Balanced Nutrition will include:

- Adequate natural protein (essential amino acids) to provide cellular growth and repair.
- Adequate natural carbohydrates to maintain a person's metabolic and activity needs.
- Adequate quantities of fat, including monounsaturated fat, polyunsaturated fat and saturated fat, with a balance of omega-6 and long-chain omega-3 lipids.
- Essential micronutrients such as vitamins and minerals for homeostasis.
- Avoidance of refined sugar.
- Avoidance of saturated and trans fats.
- Avoiding directly poisonous e.g. MSG - mono-sodium glutamate, heavy metals: mercury, cadmium, lead; carcinogenic (e.g. benzene) substances; GMO – Genetically Modified Food; Preservatives and Food Colourings; Hormone Induced Foods.
- Avoiding foods contaminated by human pathogens (e.g. salmonella, e. coli, tapeworm eggs).
- Avoiding chronic high doses of certain foods such as:
  - a) Toxic properties at high chronic doses (e.g. ethyl alcohol)
  - b) Table salt (Sea salt is a better alternative)
  - c) Refined carbohydrates without adequate dietary fibre and modified corn starch.

# Healthy Eating Pyramid



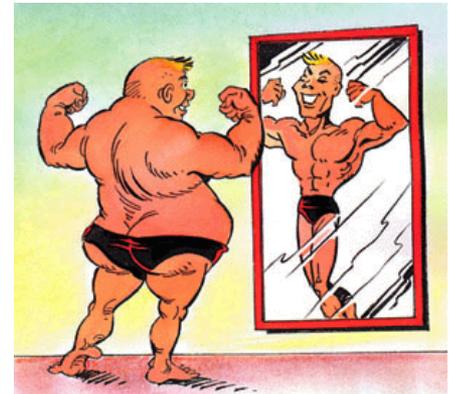
## Muscle Toning and Weight Management Nutrition Program

Eat a balanced diet and avoid refined sugar, table salt, saturated fats, carbonated drinks and artificial food products. Remember that starving yourself from healthy wholesome food is the most drastic measure for weight control and can lead to severe health problems. What is needed is a balanced diet consumed at regular intervals.

Try to consume 5 – 6 small meals a day, rather than 3 – 4 big ones. Eat a healthy and wholesome breakfast and lunch.

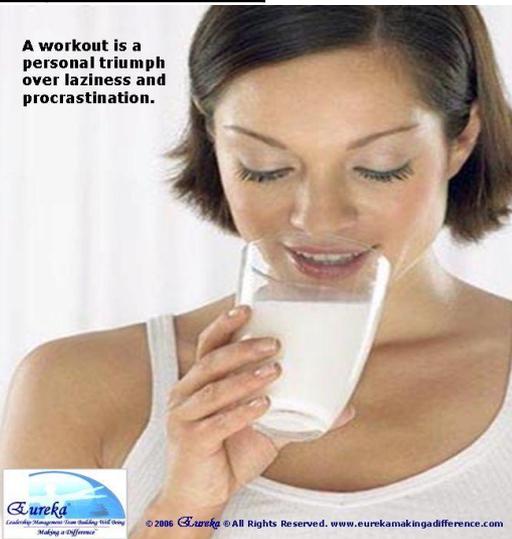
Decrease your food intake as you proceed through the day, consuming the least amount of food towards the evening. The reason for the above is that our metabolism is fast during the day and gradually decreases as we approach the night. Drink twice as much water as is required by normal thirst.

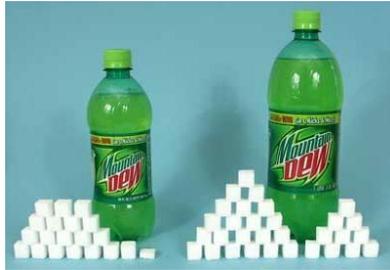
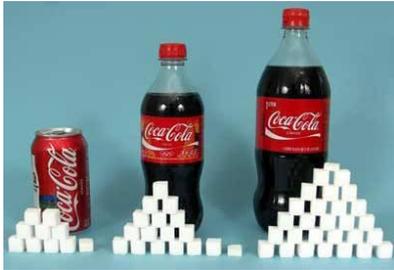
During Muscle Toning and Weight Management Nutrition Program cycle your total caloric consumption per day should be around 1000 to 2000 calories depending of age, gender, physical and environmental conditions.



## 6 Meals a Day Diet Programme

Time	Breakfast 7:00 A.M.	Mid Morning 10:00 A.M.	Lunch 1:00 A.M.	Evening 5:00 P.M.	Evening 8:00 P.M.	Night 10:00 P.M.
F O O D G R O U P S	X3 Egg Whites Cereals (1/2 bowl of oat meal cooked with fresh skimmed milk) Wholemeal bread (1 slice) Fruit juice Honey (consume fresh milk and <i>Grade A</i> eggs as a preference)	Fruit high in Water content e.g. Watermelon n Melon... or 1x banana or apple	Rice or Pasta or Potatoes (1/2 serving) + Meat (1/2 serving) preferably fish or chicken + Fresh Salad (consume fresh meat as a preference)	Glass of Fresh Fruit Juice	Sandwich (Salad & Vegetables) + (Tuna or chicken) (consume fresh meat as a preference)	Glass of Fresh Skimmed Milk







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The logo graphic for Eureka features a blue, semi-circular background. Inside this shape, there is a stylized white figure of a person in a dynamic, forward-leaning pose, possibly representing a runner or a person in motion. Below the figure, there are several horizontal lines of varying lengths, suggesting a stack of books or a series of steps.

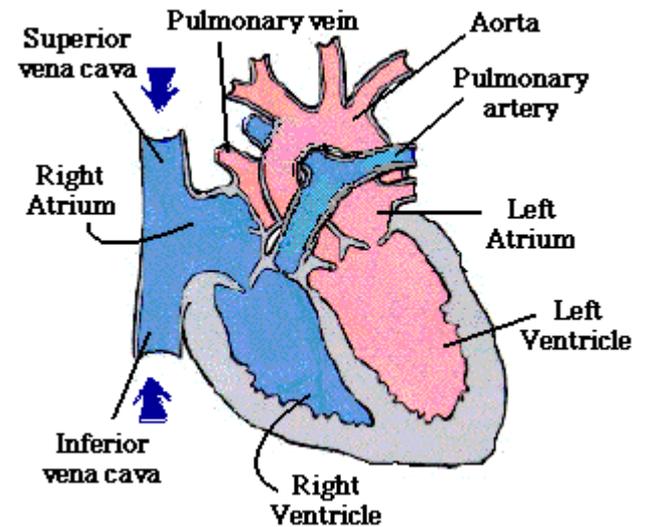
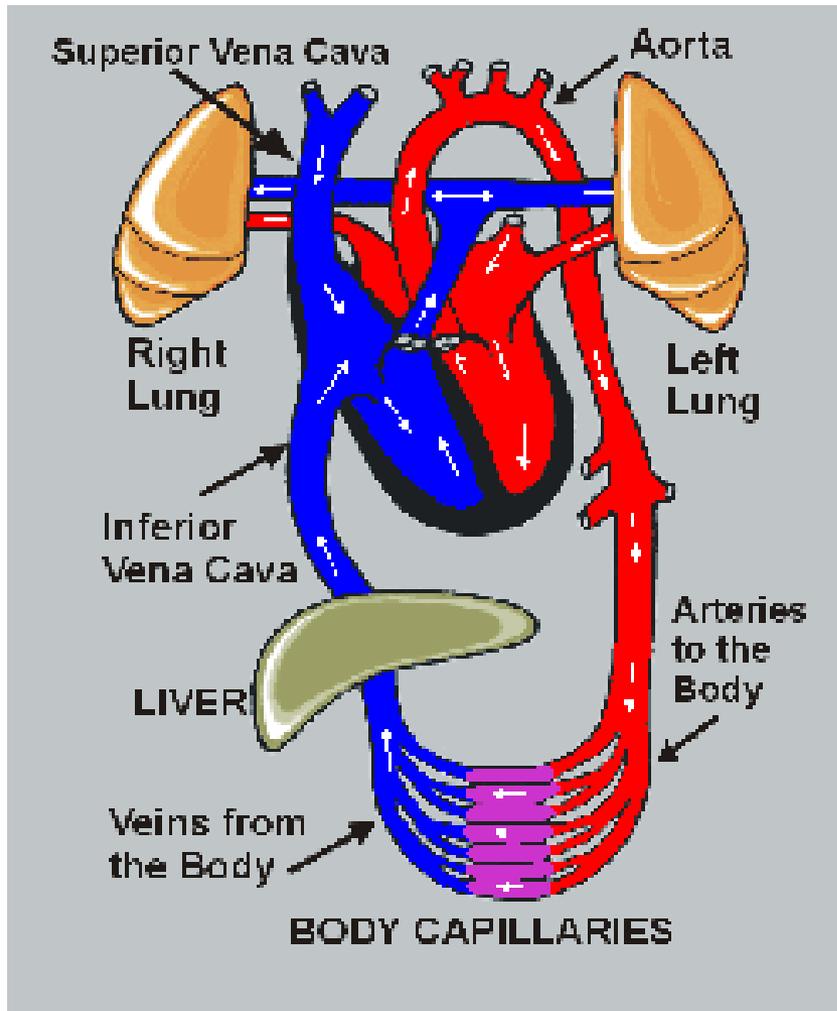
**Subject: Well Being**

**Part 2: Health and Fitness**  
Motivation and Programmes

## Exercising the Heart

### Aerobic Exercise Strengthens Your Heart, Lungs and Muscles

- Regular exercise is an important and integral part of a heart-healthy lifestyle. The challenge is to find aerobic exercises that you can do in a consistent fashion as a regular habit.
- Exercise boosts the HDL (High Level Lipoprotein) good blood cholesterol level and helps control weight and blood pressure, strengthen bone density, and gets the heart in good shape.
- Your heart is a voluntary muscle. Like your other skeletal muscles (involuntary), when it's in shape, it will be able to work better for you giving you more energy. Besides working better, your heart may also work longer if you exercise.
- There are specific exercises that tone the heart muscles. Exercise that improves the condition of your heart are called aerobic exercises and has three characteristics:
  1. Slowly raising the heart and breathing rates.
  2. Sustained and maintained for up to 30 minutes without interruption.
  3. Repeated at least 3 times a week as a best practice.



**Your Heart is working hard  
Keep it healthy**

## Walking: Is It the Perfect Exercise?

1. Walking is easy.
2. No elaborate equipment is needed.
3. Most people who exercise to improve their heart choose walking.
4. It get's in the outdoors where you can get some fresh air and enjoy the natural scenery.
5. Because it can be done alone or with a partner or group and you can de-stress by socializing while walking.
6. It helps to bond with your spouse, kids and family.
7. Always plan your walk in a safe area and dress appropriately as per the weather conditions.

## Your Walking Workout

Your walking workout should include three stages:

### Warm up

Slowing working out to your target heart rate.

### Stretch:

Gently stretch your body.

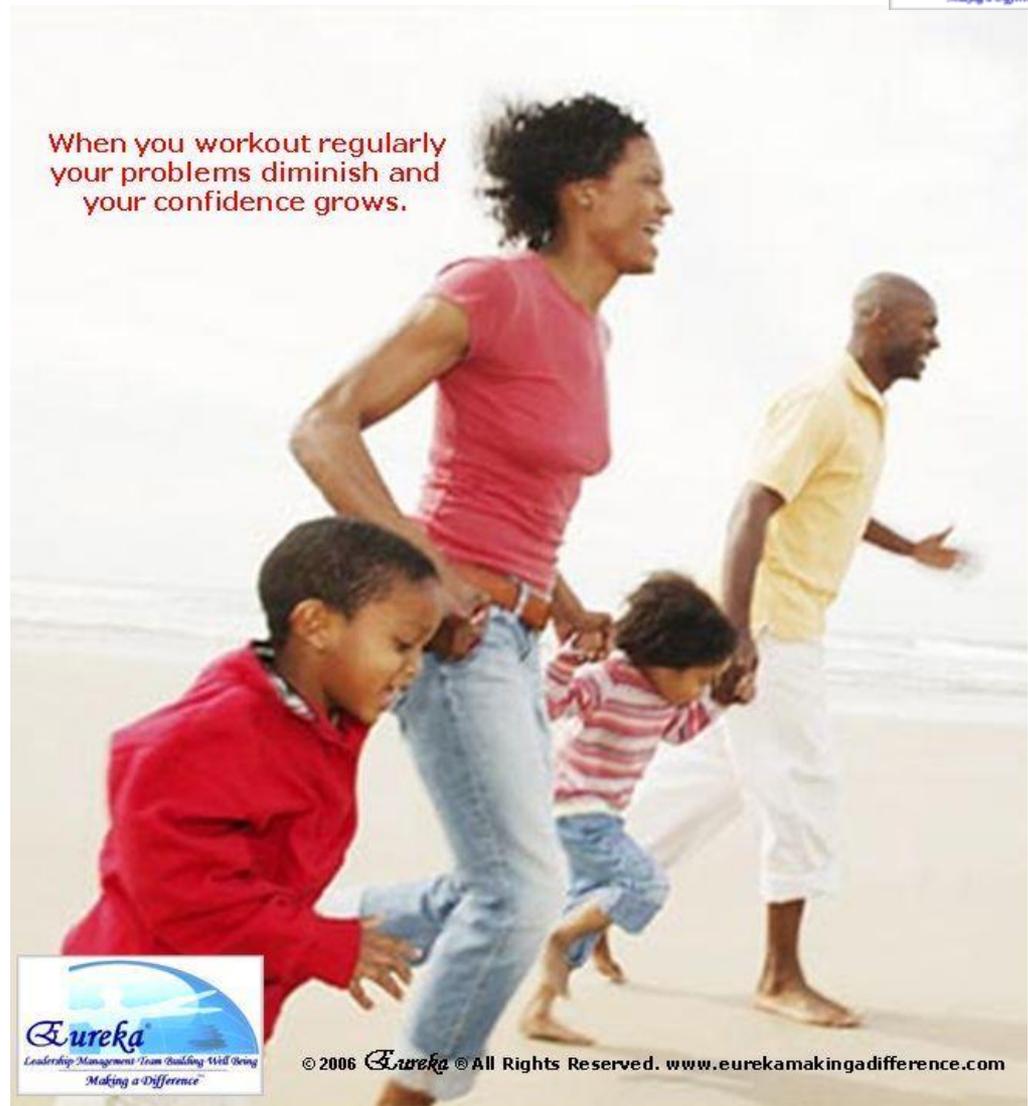
### Mid Stage:

Maintain a regular brisk pace.

### Cool down

Slowing working down to your normal heart rate.

The following information is based on a 3-times-per-week exercise program in which you exercise once a day (for the specified duration) on alternate days. Always consult your doctor before starting any exercise program, and stop immediately if you experience any discomfort.



## Warm Up

1. Find your target heart rate and record your starting pulse or normal heart rate.
2. Begin walking at a normal pace.
3. Gradually increase this pace.
4. Warm up for about 5 minutes. It may take longer in cooler climates.
5. Stretch gently to loosen muscles. Stretching prepares your muscles and joints for activity. Walking slowly allows your heart rate and breathing to increase gradually.
6. Work Out to Your Target Heart Rate
7. Walk vigorously, keeping your head and chest up while moving your arms in brisk even rhythms.
8. Halfway through your walk, take your pulse.
9. Adjust your workout so that you are exercising within your target heart rate.
10. Continue walking vigorously until the time limit is up.
11. Build up slowly, starting with a 5-minute workout. Gradually increase this workout by 2 to 3 minutes each week. Aim for a 20- to 30-minute vigorous walking workout. Exercise regularly and walk at least three times each week.
12. Try to walk at a target heart rate that is near the top of your range. This helps your heart and lungs to use oxygen efficiently and safely. You will get fewer benefits if you work out below your target heart rate.

## Cool Down

1. Gradually slow down your walking pace. Do not stop suddenly!
2. Take your pulse. Gently stretch to loosen your muscles.
3. Your cool down should last 5 to 6 minutes. Walking slowly allows your heart rate to return to its normal resting level.

## Your Target Heart Rate

If you are exercising to improve the condition of your cardiovascular system, which involves the heart, arteries, veins and lungs, you need to exercise vigorously at a certain target heart rate. You must not over train and overdo it. Use your target heart rate to determine if your level of exercise is appropriate. You can get a target heart rate from your doctor or you can use the following chart as a guideline. The rates are given in beats per minute.

25 years old,	117-146 beats per minute
30 years old,	114-142 beats per minute
35 years old,	111-138 beats per minute
40 years old,	108-135 beats per minute
45 years old,	105-131 beats per minute
50 years old,	102-127 beats per minute
55 years old,	99-123 beats per minute
60 years old,	96-120 beats per minute
65 years old,	93-116 beats per minute
70 years old,	90-113 beats per minute
75 years old,	87-109 beats per minute
80 years old,	84-105 beats per minute
85 years old,	81-101 beats per minute



Take your pulse while you are exercising. Compare your actual heart rate with your target heart rate. If your heart rate is below your target heart rate, increase your level of exertion. If it is higher than your target heart rate, slow down.

Do not ignore the warning signs of excessive exercise.

## To Take Your Pulse

You can monitor your pulse at your wrist or over the carotid artery in your neck.

Hold your hand with the palm facing up and place the first two fingers of your other hand on the thumb side of your wrist. Press gently and count the number of beats you feel for 10 seconds. Multiply this number by 6 to get your beats per minute.

To take your pulse at your neck, gently place your first two fingers over the blood vessel under your back part of your jaw and count the number of beats you feel for 10 seconds. Multiply this number by 6 to get your beats per minute.

**A workout makes you better today than yesterday, it strengthens the body, relaxes the mind and toughens the spirit.**



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## Four Tips to Help You Stick with an Exercise Plan

Everyone begins a exercise program with the best of intentions, but some people have trouble sticking to it. Researchers have studied this problem, and they have found that people who remain with an exercise program have one or more of the following characteristics:

1. They plan exercise for a specific time of the day.
2. They work out with a partner. Exercise is more enjoyable with a friend. It's also harder to quit when someone is depending on you.
3. They start slowly. Long and steady wins the race, and there are no prizes for those who overdo on the first try.
4. They keep a written record of their exercise program. This written record may include things like length and type of exercise, and pulse rate before, during and after exercise (during cool-down).

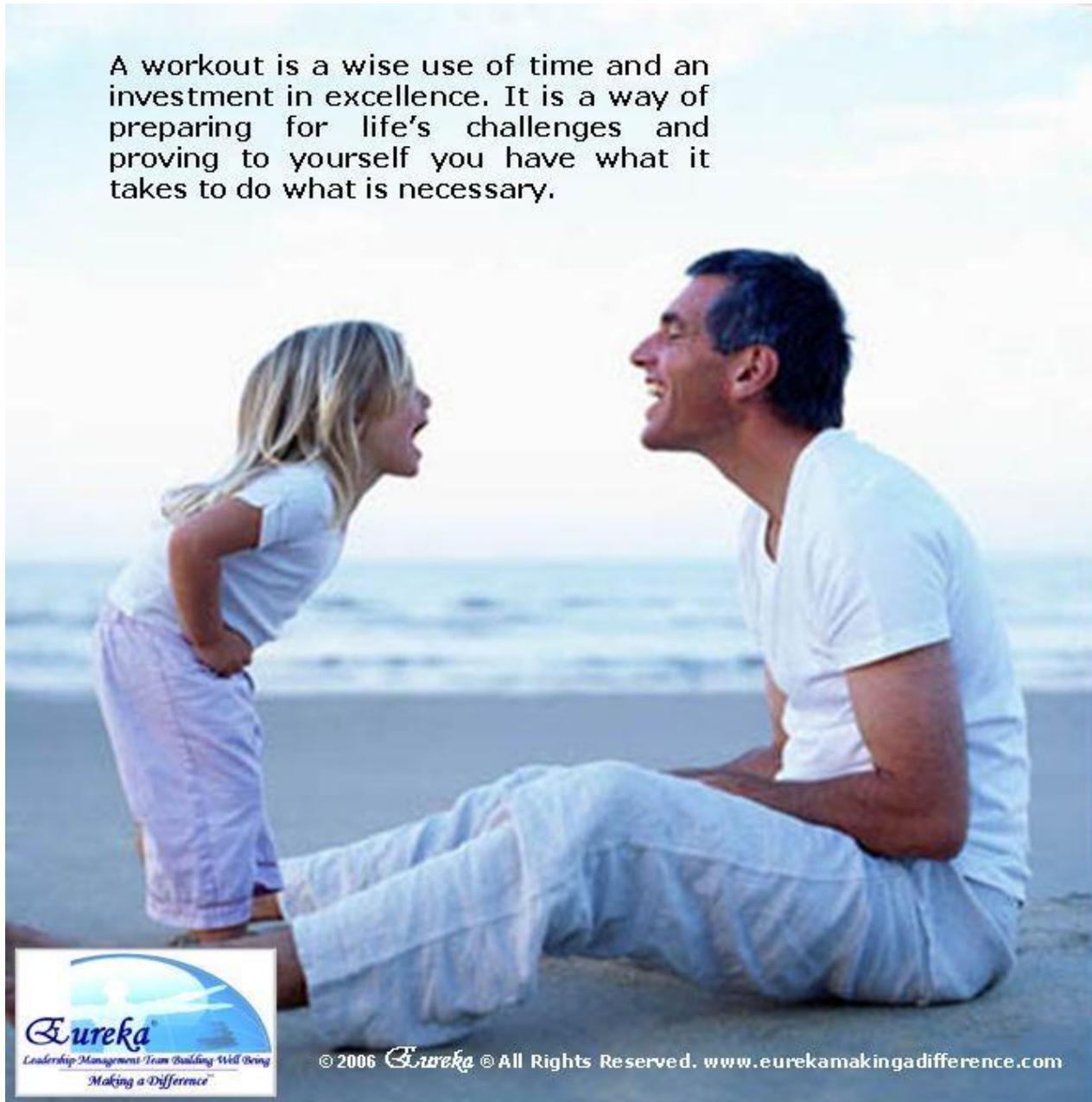
# Exercise Myths



Don't let any of these common exercise myths stand in the way of your exercise program:

1. You have to be athletic to exercise: many types of exercise do not require any special athletic abilities. Walking and stationary cycling can be performed by people of all ability levels.
2. Exercising makes you tired: most people feel that exercising gives them even more energy than before. Regular exercise can also relieve stress and be a source of positive self image and motivation.
3. No Pain, No Gain: You should extend the limits of your endurance when you exercise, however it's not true at all that the best workouts are the ones that leave you feeling horrible, sore, and beat up the next day. Some discomfort is natural, but pain - no way.
4. Exercising takes too much of your time: regular exercise doesn't have to take much more than 30 to 60 minutes, three or four times a week. Make exercise a regular part of your life.
5. All forms of exercise give you the same benefits: regular, brisk, sustained exercise, such as walking, jogging, or swimming, strengthens your heart and lungs and burns off extra calories. Other activities such as weight training can increase your muscle strength, while as yoga can increase your flexibility.
6. The older you are, the less exercise you need: as we get older we tend to be less physically active. It's not that we need less exercise, but we tend to get less exercise. Age is not a limitation, but your exercise program should be accommodated to your fitness levels.

A workout is a wise use of time and an investment in excellence. It is a way of preparing for life's challenges and proving to yourself you have what it takes to do what is necessary.

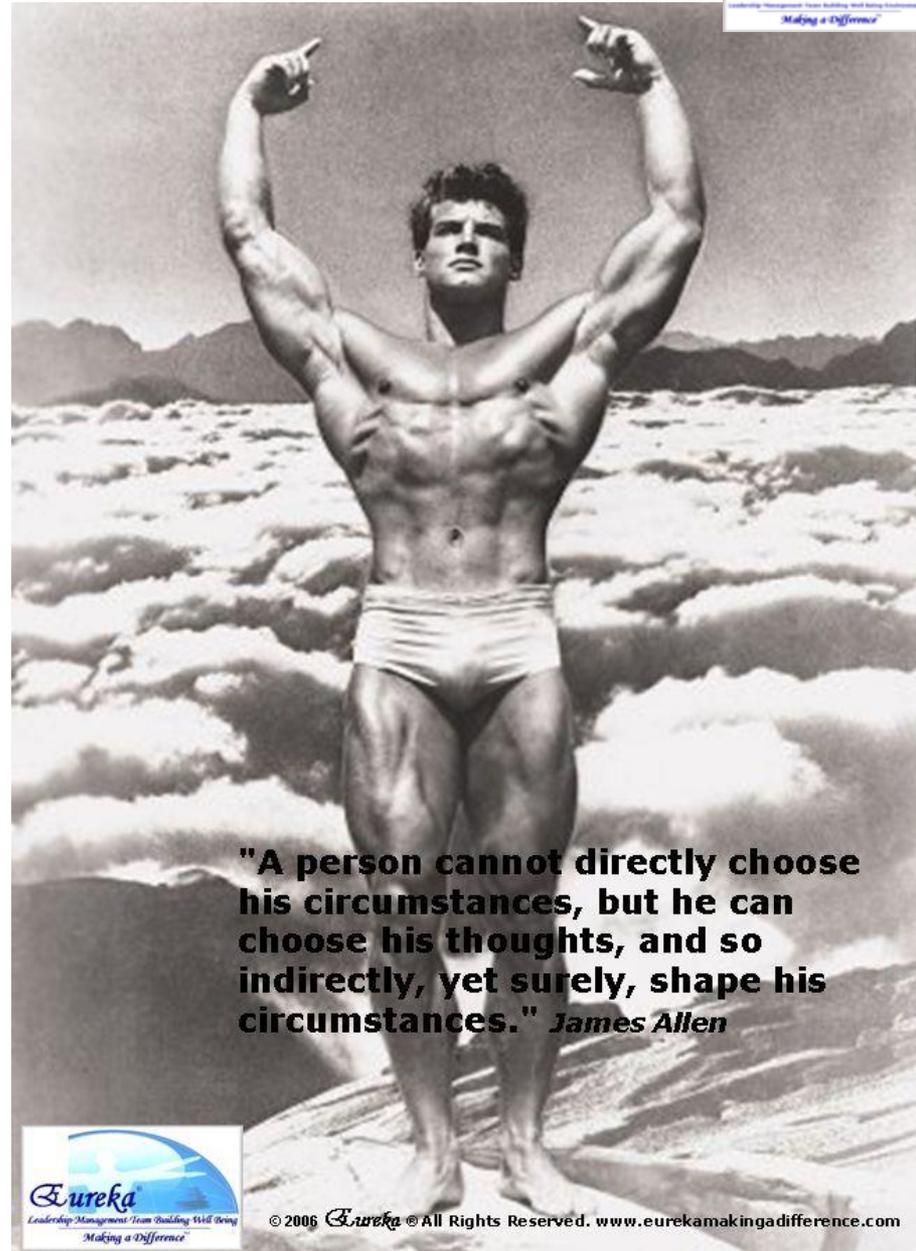


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## Exercise Guidelines:

At the start of an exercise session always remember to warm-up properly followed on by a brief stretching period. At the end of an exercise session, remember to incorporate a light cool-down period. The importance of warming-up, stretching and cooling down is paramount and serves as a major key in injury prevention and effective training. Spend no more than 40-60 minutes of each weights session.

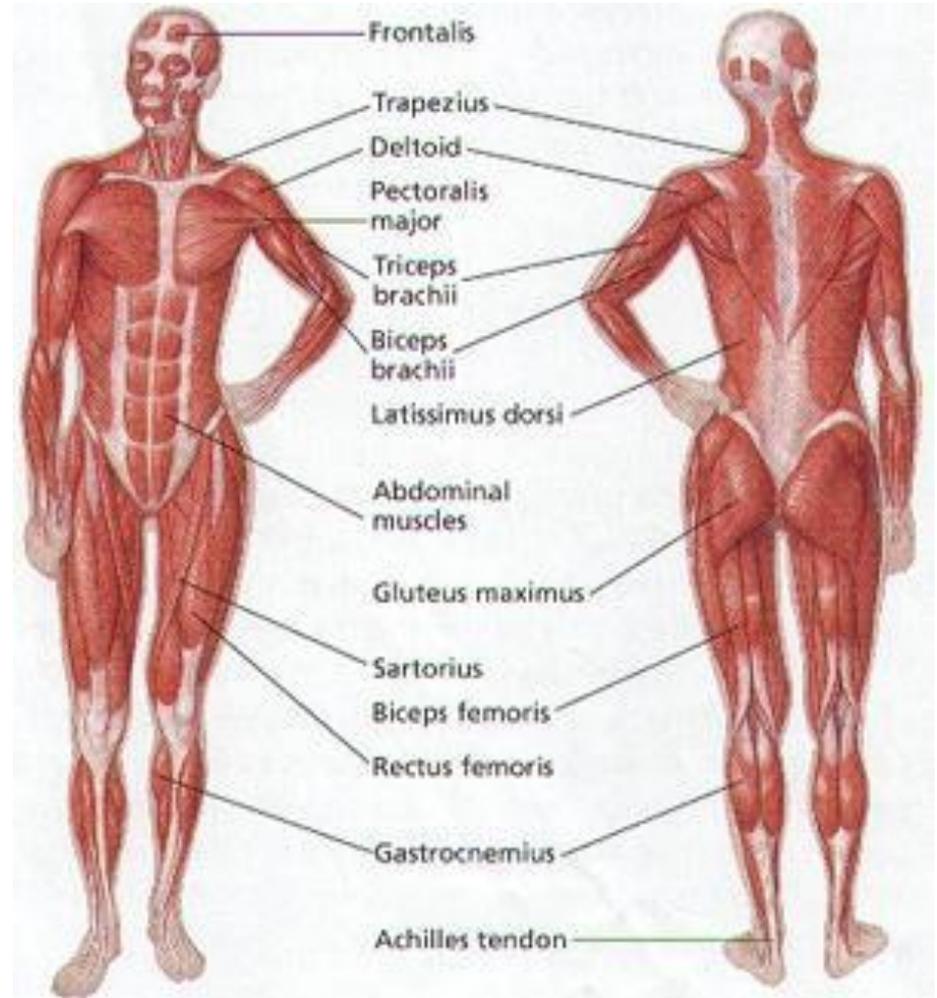
Studies have revealed that on average it takes about 72 hours for a muscle to recover from a strenuous strength exercise, hence making it imperative to cycle your workouts. An example that you may follow is shown below:



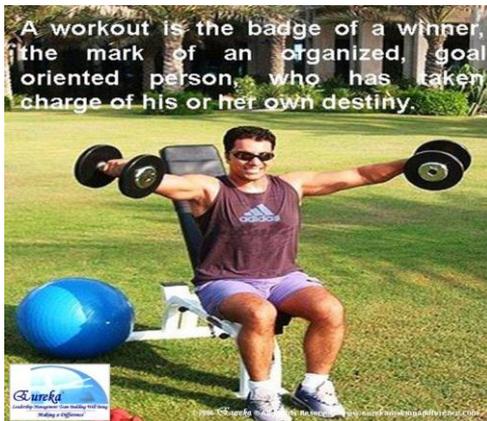
<b>Mon</b>	Aerobics (30 min. Hill or Random) Abdominals: 6-9 sets Conditioning and Stretching
<b>Tue WORKOUT A</b>	Legs: Quadriceps, Hamstrings, Calves
<b>Wed</b>	Aerobics (30 min. Hill or Random) Abdominals: 6-9 sets Conditioning and Stretching
<b>Thu WORKOUT B</b>	<i>Pulling:</i> Back, Biceps, Forearms, Trapeziums
<b>Fri</b>	Aerobics (30 min. Hill or Random) Abdominals: 6-9 sets Conditioning and Stretching
<b>Sat WORKOUT C</b>	<i>Pushing:</i> Chest, Deltoids, Triceps
<b>Sun</b>	OFF

The table below shows the repetition range and the total number of sets for each body part that are required to get you the results:

Body parts of Sets	Rep range	total no.
Chest	15-20	6
Deltoids	15-20	6
Triceps	15-20	6
Back	15-20	6
Biceps	15-20	6
Forearms	20-25	6
Trapeziums	15-20	6
Quadriiceps	20-25	6
Hamstrings	20-25	6
Calves	25-30	6
Abdominals	20-30	6-9

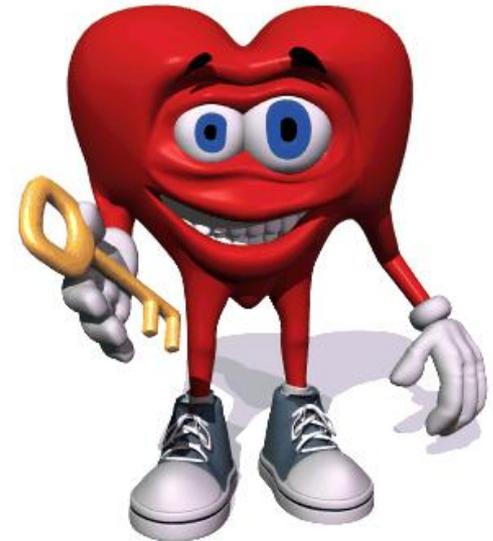


The table indicates **moderate intensity, low weight and high repetition** type of weight training.



## Aerobics

1. Try to work out on the “Hill or Random Programme” on the cardiovascular equipment.
2. Studies have revealed that the “optimal way” to gain stamina is to perform a half-hour to 40 minutes workout within the “Hill or Random Programme” on the cardiovascular equipment hence giving you a “24 hour cardiovascular effect”.
3. Stick to the Cross Trainer and the Cycle as a general rule. For variation go for the stepper and rowing machine but be discreet.
4. Use the treadmill with decisive caution and that too only when you have managed to develop a good amount of spinal erector muscle development.
5. Running on the treadmill is only for the very well conditioned individual and must remain as such or else in general it is a recipe for low back, knee and pelvic inflammations.



## Recuperation:

Recovery of a muscle after a strength session is up to 72 hours. Recovery of cardiovascular system after an aerobic session is 48 hours. If these two principles are avoided, the body responds by micro trauma of muscle and lack of energy due to low glycogen levels.

**Injuries** are too often the case with sloppy form and over training. Remember that effective exercise is always better than training for long duration's. Exercise intensity should increase gradually while maintaining strict form.

Last but not the least you **must listen to your body and apply your common sense**. Intelligent training such as the one described above is cyclic and not random. Intensity is the key not duration. However this intensity has to be generated on a progressive exercise resistance basis.



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## **Subject: Well Being**

### **Part 3: Holistic Health** The Internal Pharmacy Nature's Pharmacy

## Holistic Health

Holistic health is a term used by the advocates of alternative medicine to describe medical care that views physical, mental, and spiritual aspects of life as closely interconnected and balanced. Holistic health philosophy typically seeks or use a wide variety of alternative medicine practices such as:

- Tai Chi
- Chinese herbology
- Medicinal herbs
- Acupuncture
- Ayurveda
- Chiropractic
- Naturopathy
- Yoga
- Aromatherapy
- Homeopathy
- Massage

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## **Subject: Well Being**

### **Part 4: Psychological Health** Ego and Self Analysis Emotional Intelligence

## Ego and Self Analysis

1. In Freud's theory, the ego intercedes among the id, the super-ego and the external world.
2. The ego's task is to find a balance between primitive drives, morals, and reality while satisfying the id and superego.
3. The ego's main concern whether real or false is with the individual's safety and allows some of the id's desires to be expressed.
4. The ego's defence mechanisms are often used by the ego when id behaviour conflicts with reality and either society's morals, norms, and taboos or the individual's expectations as a result of the perception of these morals, norms, and taboos.

## Emotional Intelligence

Emotional intelligence is essentially the ability to recognize, manage, and use your emotions in positive, proactive, solution oriented and constructive ways.

It's also about recognizing the emotional states of other people and constructively engaging them in ways that feel good and positive to all and hence create self confidence, mutual safety, win-win, and trust.



## Video 1 EQ



## Video 2 EQ

**IQ may help us understand and navigate the world on one level, but we also need EQ to understand ourselves, deal with challenges, and build strong and positive relationships.**

Emotions are very powerful. They can override thoughts and profoundly influence human behavior. Developing the skills of emotional intelligence (EQ) allows us to harness the power of our emotions by enhancing:

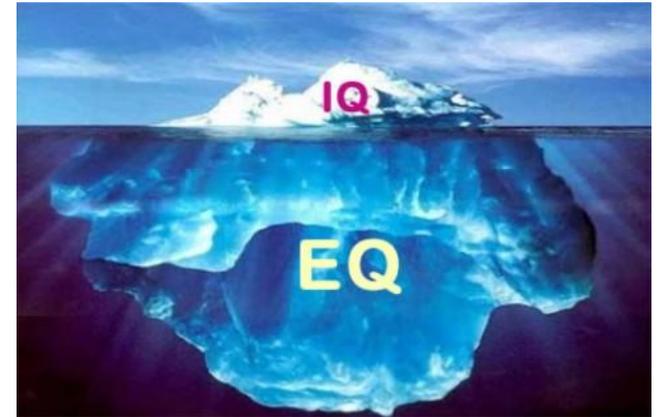
1. self-esteem
2. self-awareness
3. Social cohesion
4. compassion
5. Empathy
6. Adaptability
7. Win-win: Capacity for creating Solutions

These are the qualities that predict success in life.



## EQ VS IQ

- Research indicates that intellectual intelligence (IQ) has relatively less to do with success in life than emotional intelligence (EQ).
- We all know people who are academically brilliant and yet are socially unskilled and unsuccessful. What they are primarily missing is emotional intelligence.
- Emotional intelligence is what helps and enables you communicate clearly, lead others, and build meaningful and long term relationships at work and in your personal life.
- Emotional intelligence also helps you motivate yourself, solve problems, and achieve your goals in a far more constructive and sustainable manner.



# Learning the language of emotional intelligence

- Emotional intelligence is not learned in the conventional intellectual manner, it is learned by engaging the different parts of the brain, a kind of lateral thinking that is based on feeling.
- Our brains are uniquely structured and wired with signature responses. But those responses can be trained to focus on absorbing positive clue and solutions to challenges.
- Human survival has always depended on the quality of our relationships with other people.
- We as physically vulnerable creatures also need to adapt quickly; the ability to read clues and respond appropriately to the emotionally-charged nonverbal cues coming from others is a means to that achievement.
- All of this explains why the human brain learns best in emotional, socially-relevant contexts that thrive on mutual effectiveness.



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## **Subject: Well Being**

### **Part 5: Stress** Recognition and Management

## Stress by Definition

- Stress is defined as a person's physiological response to an internal or external stimulus that triggers the fight, fright or flight response.
- Stress management includes methods intended to provide a person with effective coping mechanisms for dealing with psychological stress.
- Stress management is effective when a person develops a plan of action to cope with or adjust stressful situations.
- Hans Selye is known as the father of stress research. He discovered and documented for the first time that stress differs from other physical responses in that stress is stressful whether the one receives good or bad information, whether the impulse is positive or negative. He thus called negative stress *Distress* and positive stress *Eustress*.

# Models of Stress Management

## Transactional model

In 1984 Richard Lazarus and Susan Folkman suggested that stress can be thought of as a consequence of an **“imbalance between demands and resources”** or as occurring when **“pressure exceeds ones perceived ability to cope”**.

Stress management was developed on the basis of a premise that stress is not a direct response to a stressor but rather one's perception and ability to cope and deal with the stress, thus allowing stress to be managed.

## Health realization/innate health model

This model suggests that helping stressed individuals understand the nature of thought -in particularly by providing them with the ability to recognize when they are in the grip of insecure thinking, disengage from it, and access natural positive feelings, will subsequently reduce their stress levels.



## Techniques of Stress Management

There are a variety of ways of coping with stress. Some techniques of time management may help a person to control stress.

In the face of high demands posed on us, effective stress management involves learning to set limits and to say "No" to some demands that others make.

Techniques of stress management will vary according to the theoretical paradigm adhered to, but may include some of the following:

- Time Management
- Conflict resolution
- Exercise
- Meditation
- Progressive relaxation
- Yoga
- Thi Chi
- Feng Shui

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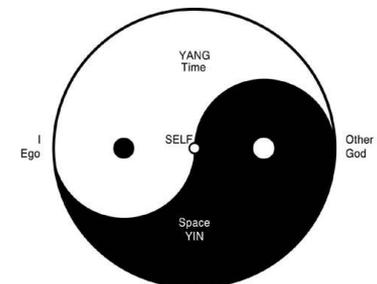
**Subject: Well Being**

**Part 6: Well Being Disciplines**

Thi Chi, Feng Shui, Ayurveda and Yoga

# T'ai Chi

- T'ai Chi, has been defined in various ways but perhaps the best meaning is, "The Natural Way", it is an internal style of Chinese meditative and dance practice combined with martial arts which focuses on the use of our vital energy flow or qi.
- T'ai Chi has its origins in Taoism, a philosophical system in China dating back to about 2500 years. Its philosophical origins can be traced back to Lao Tsu's beautiful treatise the Dao De Jing. As a representation it is expressed in the yin-yang symbol.
- This symbol expresses a continuous flow of qi in a circular direction as it generates the two opposing forces of positive and negative, darkness and light, heaven and earth, masculine and feminine. These forces interact to balance each other's excesses and to bring into existence the physical and metaphysical spheres of a balanced existence.
- Via slow, balanced, relaxed and flowing motions of the body, we improve awareness of the qi flow in the body, strengthening and expanding it to obtain health and spiritual benefits. As we learn to quiet our incessant thinking and balance the intention in each of our actions, we add a valuable ability for its application within or regular lives.
- Qi (Chinese), ki (Japanese), prana (Indian) or neuma (Ancient Greek) means energy without shape, exhibiting with continuous life and movement. Water with its life giving properties and powerful character has been often used in various symbolisms as having a high form of Qi.



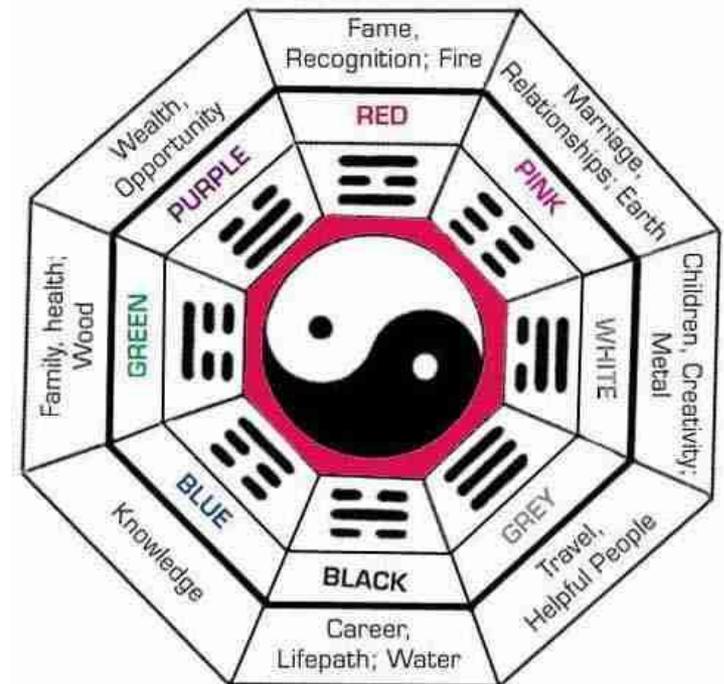
# Feng Shui

Feng Shui can be literally translated as "wind-water". Feng Shui, is the centuries old Chinese discipline of placement and arrangement of space to pursue harmony within the environment.

In its traditional form, Feng Shui is a discipline with guiding principles that are compatible with many techniques of architectural planning. Space, weather, astronomy, electromagnetic energy and geomagnetism are some of the components of Feng Shui.

Feng Shui has an effect on:

- Health
- Wealth
- Personal relationships
- Coexistence
- Environment
- General wellbeing



# Ayurveda

- Ayurveda or Ayurvedic medicine is an centuries old system of wellbeing and health care that originated in Indian subcontinent.
- The word Ayurveda literally translates as “the science of life “or “life principle”.
- Ayurveda prescribes prevention and wellbeing within a balanced environment.
- Ayurvedic medicine and therapeutic treatments are derived from herbal origins and are supposed to provide cure for the causes of ailments and disease.



## Yoga

- Yoga or Yoga Asana is defined as "posture", its literal meaning is "seat."
- Traditionally the asanas served as stable postures for prolonged meditation.
- Asanas open the energy channels known as chakras and psychic centers of the body.
- Asanas purify and strengthen the body and control the focus of the psyche.
- Asana is a steady posture that is comfortable, relaxed yet firm.
- Breath or Prana is key part of Yoga. When holding a yoga posture, make sure you can breathe slowly and deeply via the nose.
- Move to your edge in a specific the posture and hold it where you feel a good stretch but you should not feel pain.



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Leadership-Management-Team Building-Well Being-Environment

*Making a Difference*<sup>™</sup>



**Subject: Well Being**

**Part 7: Work-Life Balance**  
Energy Management

**A sentence that brings the idea of work life balance to the point is: "Work to live. Don't live to work."**

- Work-life balance is a person's control over the conditions and circumstances in their workplace.
- It is accomplished when a person feels dually satisfied about their personal life and their occupation.
- It mutually benefits the individual, business and society when a person's personal life is in balance with his or her occupation.
- As a strategy work-life balance offers a variety of means to reduce stress levels and increase job satisfaction for the employee while increasing business benefits for the employer.
- The work-life strategy seeks to find a balance between work and recreation within an ever increasing stressful and fast paced world.
- A better working environment and culture such as recreation and fitness facilities at work are highly desirable aspects and have been in vogue with some successful and forward looking and practical companies.

## Work-life Practice Guidelines For companies

Depending on the situation a range of tried and tested mechanism to the work-life balance strategy can be applied. Primarily by providing **flexible working hours** for the employees by the employers. Options can be given to the employees such as having a:

- **Compressed work week:** A compressed work week involves working full-time hours in four days in order to provide a longer weekend and more time for recreational activities.
- **Job sharing:** involves two people splitting one job so adequate support is given to each employee and the responsibilities are balanced.
- **Working from home:** can also provide a more comfortable and convenient work environment especially as technological aids make it easier to do so.

Another feature of the work life balance strategy is to have the company review the work-life balance policies of their employees on a regular basis. Employers can provide individual development plans for employees or mentoring by colleagues in order to monitor progress and satisfaction in the workforce. Guidelines to handle problems should also be established so business as well as personal needs can be met in a win-win environment.

Sufficient **leave options** should also be provided to the employees. In addition to **holiday leave, parental leave** and **time off for dependants** and **maternity leave**, leave should be provided for **new fathers** or **additional professional development**.

## Energy Management

- Energy is the most important asset of any organization.
- It is the ultimate driver of sustainable productivity.
- Since energy is defined as the capacity to do work, every business function requires energy to drive a successful production.
- Energy is the basic currency of business.
- Great leaders are experts in directing the energy resources of their company toward the strategic mission.
- To ensure that processes are in place to engage the people with the necessary quantity, quality, focus and force of energy to complete the mission thus becomes the most important asset of any sustainable organization.

## Sustainable Business Benefits

- Satisfied employees contribute to greater business benefits for the employer.
- Foremost, businesses would experience an increase in productivity.
- Happy employees perform better than disgruntled and stressed ones.
- Businesses would also see improved recruitment, retention and decreased turn-over.
- Additionally, there would be lower rates of absenteeism and improved customer service.

Overall, there would exist a staff that is more:

- Motivated
- Satisfied
- Equitable