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Work-Life Integration

Fatigue. Exhaustion. Burnout. We're at a moment in time where it's safe to say these issues have reached a tipping point. The boundary between work and life has never been a clear line. We all want to live meaningful lives without sacrificing aspects of either. Even the most practiced integrator of work and life needs time to truly unplug from responsibilities. The world today is addicted to the urgent and these pressing things always seize our attention first. In this issue of Indore Manager, let's understand how work-life integration can get us a little closer to trying to have it all and set the tone of healthy balance in our personal and professional life.



President's Message

Before the time of turmoil & readjustments that was 2020, most of us had settled with a set routine at our work places & spent either the designated hours or worked as per need of the job without actually caring for the designated hours & then ideally left to attend other aspects of life.

It is an age-old question we may ask our-self: is it ever possible to effectively juggle work and home life? No matter

how much time we spend on our career or on life's other aspects, this issue always remain & the answer to this could much depend on how well we integrate it- rather than simply relying on getting the balance right.

Here, I would like to share some of the famous quotes on work-life integration:

"We need to do a better job of putting ourselves higher on our own 'to do' list." —Michelle Obama, Former First Lady

"Never get so busy making a living that you forget to make a life." —Dolly Parton, singer

"The key is in not spending time, but in investing it." —Stephen R. Covey, author

To bring less stress & more harmony in our life, we need to kick the guilt which is one of the biggest hurdles to work-life integration. While work-life balance seeks to achieve ideal state where work & life coexist & thrives separately: work-life integration is about bringing work & life closer together. With this issue of Indore Manager let's learn how work-life integration strategies are extremely helpful in fulfilling our personal and professional goals by not overdoing anything.

Akhilesh Rathi

Managing Director,
Savitt Universal Ltd. Indore

Editorial Message

There was a time when modes of work were simply full-time or part-time, and the notion of 'work-life balance' was at best limited to tips like "do not carry your work back home" or "learn to switch off". Now sample this - hybrid work, telecommuting, remote work, condensed workweeks, flextime, shift work, job sharing, and more. Well, all of them are various forms of work arrangements that today we can work in. But what is it that led to growing number of items on this list?

The most obvious reply would be - our aspiration (as well as desperation) to integrate our work and other parts of life seamlessly. It is the overarching theme in our life, and also is the theme that this issue of Indore Manager intends to explore. As most of us continue to face challenges in the wake of a catastrophe of epic proportions, we hope that some point somewhere will make a difference.

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Contents

Work & Life
Integration

ARTICLE

Work-Life
Integration

IMA ACTIVITIES &
KEY TAKEAWAYS

TIT BITS

WORK & LIFE INTEGRATION



Work is a rubber ball. If you drop it, it will bounce back. The other four balls-family, health, friends, and integrity-are made of glass. If you drop any one of these, it will be shattered.

When you are in the final days of your life , what would you want ?

Will you hug your college degree ?

Will you ask to be carried to your garage to sit in your car ?

Will you find comfort in rereading your financial statements ?

Of course not , what would matter then will be people.

If relationship would matter most then , shouldn't they matter most now ?

On our death bed we all would wish we spent more time with our family , friends and loved ones rather than preparing PPTs for office.

This doesn't undermine the importance of office PPTs but a balance needs to be maintained between work and life that is Work Life Integration.

अतिसर्वत्रवर्जयेत् is the mantra which means excess of anything is dangerous.

Let's understand 3:3:3 rule of work life integration.

Divide 24 Hrs in 3 equal parts, one part of 8 hours for Self (Sleep & Me time), 8 hours of Family and Friends time and 8 hours of Official work time.

Being passionate about teaching, I have spent maximum of my time in class or with students and have been working continuously for last 22 years without any unplanned or random break but there has not been a single weekend when I didn't move out with my family and no vacation was compromised for work.

Living in the moment is key for work life integration.

When at work give your 101% with full honesty and sincerity and when with family and friends forget everything else.

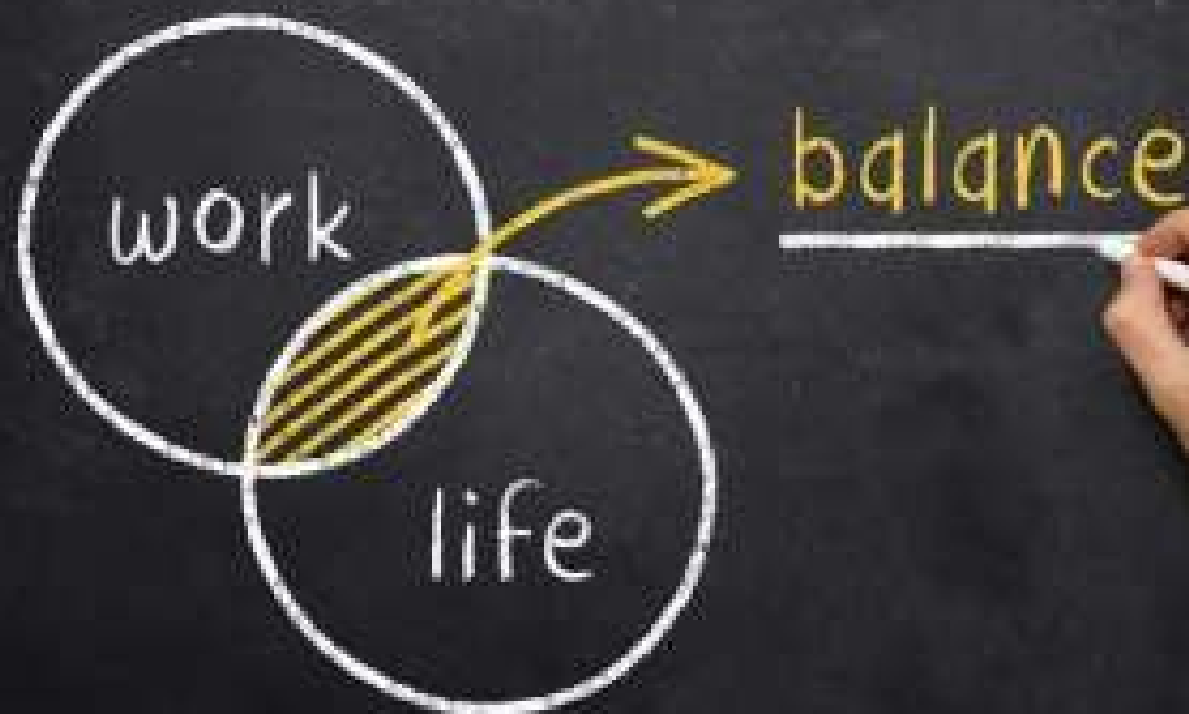
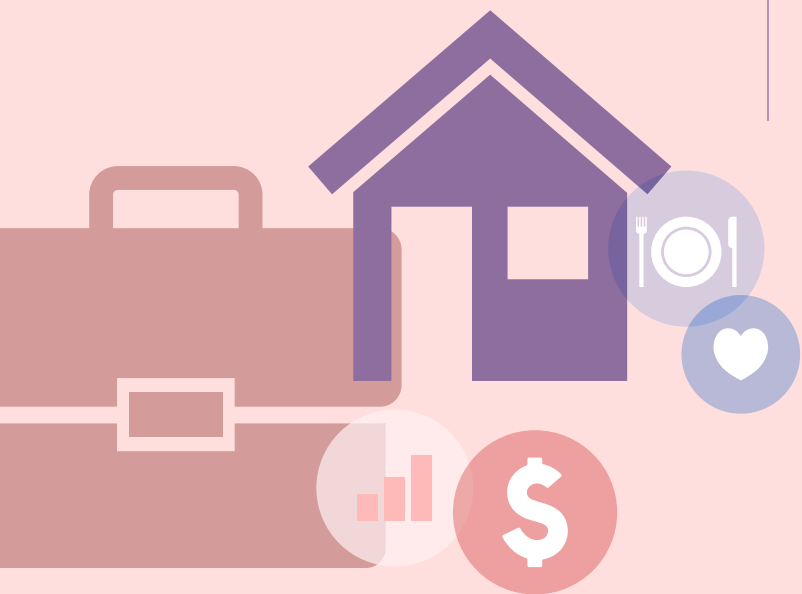
Every one needs energy reservoir in terms of family and friends to refill and refuel to get back to work every day with same enthusiasm and spirit.

Living legends like Mukesh Ambani manages to watch bollywood movies with family, Bill Gates takes time to groom his children and when Amitabh Bacchan is with his family he is mentally nowhere else.

The present era is not of one role wonders but those who can strike a balance of both the worlds.

Never get so busy making a living that you forget to make a life.

Mr. Prerak Trivedi
 Founder Director
 PACE, Indore.



In today's world, with excessive competition, people are finding themselves in a "Marathon Race for reaching on top of Career Ladder". People have got this Addiction of Success, which is impacting significantly and leading to extensive work in professional life. All this is getting manifested into life style diseases (Fatigue, Exhaustion, Burnout) which are growing day by day with no signs of slowing down are getting visible.

Hence it's highly imperative to look back and review where are we going with this and what needs to be checked to restore a harmony between work, health, relationships and overall personal well being. In line to this the concept of Work-life integration is coming like "GODSEND TOOL" to fix everything.

Work-life integration creates a mindset (more than just a balance) that allows an individual to look at the big picture and synergistic interaction of all these components as defined below picture:



In most simplified manner, the work life integration practices for individuals/organizations can be employed through following examples.

- Leaving work early and answering emails from home.
- In-office yoga, exercise, and walking clubs.
- Bringing your child to work after school.
- Being sponsored by your business to take a course in something you're passionate about.

Along with the above, organization needs to work on following for implementing work life integration:

Training to employees on:

Help managers and employees identify the signs of burnout. This can happen at different levels for each person.

Understand mental health issues that stem from difficult work situations, including a sense of constantly being on call.

Be Creative In Shifts And Hours

Organization needs to come up with flexible schedule so that work activities

& personal activities are intermingling.

Individual Work-Life Integration.

Ask employees about things they need to do during the normal work day. It might include kid's school activities or college classes. Work with them to come up with a plan.

Planned Work-Life Integration.

Connect with your employees to choose the option that works for them.

Bill Gates recently said that flexible work arrangements are the best perk you can give your employees, and Harvard studies backed him up. Employee Productivity increased, attitude improved. Flexible work schedules are a win.

Sell The Benefits of Work-Life Integration:

In case your employees which aren't convinced of the benefits of work-life integration, you may need to do a little selling of the idea.

Ms. Shilpy Singh

Snr. Chief Manager-Project /Programme Management

Company: Piramal Pharma Solutions

Work-Life *Integration*

We all want to live meaningful lives without sacrificing our personal lives. The world today is addicted to the "urgent" and these pressing work issues mostly always come first. In this issue of Indore Manager, we are going to talk about something that each one of us can use - a synergy encompassing everything "life".

What is Work-Life Integration anyways?

According to UC Berkeley's Haas School of business, work-life integration is an approach that creates synergies between all areas that define "life" - work, family/home/community, personal well-being and health. This new approach eliminates compartmentalizing (as in the case of work-life balance) and emphasizes gentle pivots.

This might include having breakfast with your family and then dropping off kids at school, starting work after that till the afternoon, then eating lunch and going to yoga class, attending work meetings in the evening, preparing dinner and responding to emails before bedtime. It's about doing what feels right for you.

No doubt, this idea of blending work and personal life seems to be a little overwhelming, however, it allows you to enjoy the regular things in your personal life while giving you enough time to work.

With 2 boys, and CEO of an IT

company that staffs 350+ people, here is how I integrate my professional and personal life -



PLAN FOR THE DAY

To make sure I am really able to give priority to things outside of work, I prepare a calendar. Booking my calendar with activities like "walk with the kids" or "workout at the gym" will more likely increase the chances of these activities actually happening.



STICK TO THE BOUNDARIES

Given the intense desk time and continuous brain engagement, my mind and body need a break from work at regular intervals in order to revamp. It is quintessential to set aside some time in a day and week to unplug from

job responsibilities and focus exclusively on family commitments and personal well-being.



WORK WITH A PURPOSE IN MIND

I keep a goal and ensure my actions are meaningful, no matter if it is work or personal well-being. I work with a purpose, not just to complete my log time.



WORK IN SHORT BURSTS

I break my 10 hours workday into small tasks. For example, sit down with a goal in mind and get it done in 1-2 hours. After I achieve it, I do something fun - play with my 3 year

old for 10 min, relax, go for a walk, chit chat with a colleague. Then repeat.



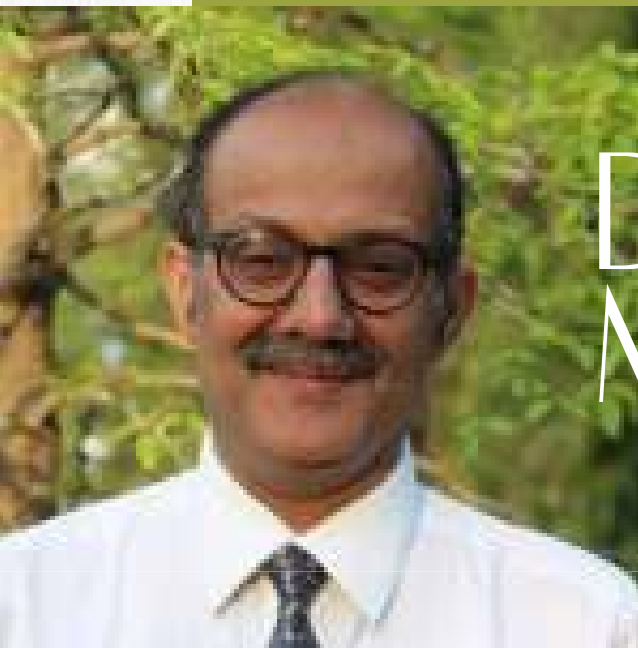
TAKE ADVANTAGE OF YOUR PHONE

I use technology to my advantage. I invest in technology and apps that help me to effectively manage my work from anywhere and at any point in time.

In a nutshell, work-life integration believes in the holistic betterment of life so that you can enjoy all aspects of life even if they are not perfectly balanced.

Ms. Vinita Rathi
CEO, Systango

IMA ACTIVITIES & KEY TAKEAWAYS



Dr. Nitin Merh

Associate Professor Business Analytics,
Jaipuria Institute of Management, Indore

In- House Session "Diksha" | August 12, 2021

Goal Setting & Time Management

- Set goals the right way.
- Find a good time. management system.
- Audit your time for seven days straight.
- Spend your mornings on Most Important Tasks.
- Follow the 80-20 rule.
- Instill keystone habits into your life.
- Schedule email response times.
- Eliminate bad habits.
- Take frequent breaks when working.
- Make to-do lists in the evening for the next day.
- Find inspiration when you're feeling lackluster.
- Get a mentor who can guide you.
- Turn off social media app alerts.
- Declutter and organize.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Mr. Tushar Mahajan

General Manager International Marketing
Sonic Biochem Ext. Pvt, Indore

Student Chapter, Centre of Excellence
August 14, 2021

Customer Matters

- Good customer service builds loyalty.
- Brands known for service can charge more.
- Satisfied customers make referrals.
- Customers remember negative experiences more than positive ones.
- Customers create your online reputation.
- Customers can be won back.
- Loyal customers will buy new products.
- Good customer service builds employee satisfaction.
- Good customer service is more cost effective than advertising.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Ms. Chetna Mehrotra

Founder, Rangbhumi: A Happy Playground, Corporate Trainer, Applied Theater Practitioner, Mumbai

Centre of Excellence | August 17, 2021

"WILLPOWER" Power of Discovering Possibilities in Work Culture

- Listen to your employees.
- Communication is key.
- Collaborate don't isolate!
- Be transparent!
- Follow the leader.
- Provide regular feedback!
- Epic meaning!
- Implement gamification.
- Reward your employees!
- Lay down a challenge!
- Encourage social learning!
- Build fun memories & rituals.
- Embody a flexible work culture.
- Embrace diversity & Inclusivity.
- Socialize new starters.
- Protect employee well-being.
- Build a high performance learning culture.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Dr. Sandeep Atre

Counselling Psychologist, Emotional & Social Intelligence Expert, Indore

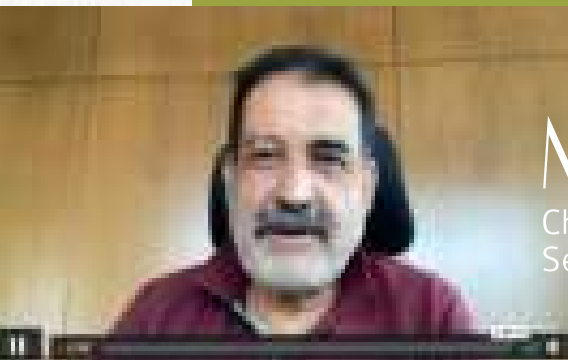
Management Development Program | August 19, 2021

The Science of Sustained Motivation

- Peter Drucker was right when he said "Culture eats strategy for breakfast" – Yes! The 'zero defect' goal cannot be attained through strategizing unless there is a corroborating transformation in the workplace culture.
- Symbols, rituals, folklore and heroes play a great role in sustaining any cultural shift. With authentic work on these aspects, we can mobilize workforce efforts with less demand placed on individualized motivation.
- Cultural change can persist only if managers understand how human brain works, what its design means to us, how its evolution shaped our tendencies; and apply the insights to facilitate motivation-momentum.
- Human brain is not one entity but a set of modules added at different stages of evolution to create the complex organ that our head hosts today. It has a lopsided structure that favors emotions over intelligence.
- For a progressive zero-defect mindset, we need to create a perfect balance of offering 'safety, support and significance' and training ceaselessly on corresponding skillset both systemically as well as systematically.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Mr. TV Mohandas Pai
Chairman, Manipal Global Education Services Pvt. Ltd. Past President AIMA

Mr. Sunil Kant Munjal
Chairman, Hero Enterprise & Past President AIMA



Mr. Piyush Pandey
Chief Creative Officer Worldwide & Executive Chairman India, Ogilvy

Ustad Amjad Ali Khan
Sarod Maestro



Shaping Young Minds Program | August 25, 2021

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Dr. Mayank Saxena

Dean SAGE University, Indore

Centre of Excellence | September 03, 2021

IMA ACTIVITIES & KEY TAKEAWAYS

Marketing: Analytics & AI Approach

With AI in marketing, we can:

- Cut operational costs by accomplishing more, in less time, with a smaller team.
- Make the most of your budget with data-driven decisions.
- Automatically apply optimizations based on performance data.
- Write more effective copy to increase conversion rates.
- Bid smarter in your campaigns.
- Build a marketing strategy customized to your team's needs and marketing objectives.
- Use smart segmentation to identify the target audience.
- Establish a relationship with customers on their terms.
- Deliver tailored content to each segment of the target group.

IMA ACTIVITIES & KEY TAKEAWAYS



Dr. Gurmeet Singh Narang

Global Happiness Leader and Man of Happiness,
Founder: Tavleen Foundation

Centre of Excellence | September 8, 2021

Awakening Joy in Life

- Find joy in the little things.
- Start each day with a smile.
- Connect with others.
- Do what you're most passionate about.
- Reflect on your blessings and be grateful.
- Choose to be positive and see the best in every situation.
- Take steps to enrich your life.
- Create goals and plans to achieve what you want most.
- Live in the moment.
- Be good to yourself.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Swami Anubhavananda

Rendezvous | September 14, 2021

Just Be Happy

Daily Habits

- Smile.
- Exercise.
- Get plenty of sleep.
- Eat with mood in mind.
- Be grateful.
- Give a compliment.
- Breathe deeply.
- Acknowledge the unhappy moments.
- Keep a journal.

Weekly Habits

- Declutter.
- See friends.
- Plan your week.

- Ditch your phone.
- Get into nature.
- Explore meditation.
- Consider therapy.
- Find a self-care ritual.

Monthly Habits

- Give back.
- Take yourself out.
- Create a thought list.

Yearly habits

- Take time to reflect.
- Reevaluate your goals.
- Take care of your body.
- Let go of grudges.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Mr. Pratik Uppal

HOD Management Renaissance University,
Indore

Learning from the Life of Legend | September 17, 2021

Learning from the Life of Mr. Ratan Tata

- Be a visionary.
- Be humble.
- Never give up on values.
- Take Risks.
- Motivate others.
- Have faith in yourself.
- Be open to criticism.
- Use creative tendencies.
- Get out of the safe mode.
- Don't put all your eggs in one basket.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Ms. Rashmi Gajra

Assistant Vice President Exports,
Gajra Gears Private Limited, Dewas.

Student Chapter - Centre of Excellence
September 21, 2021

Tools to exponentialize your Life

Daily Habits

- Appreciate what you have in your life.
- Express more vulnerability.
- Feel more comfortable in your skin.
- Reconnect with people in your life.
- Switch up your day-to-day grind.
- Learn something new.
- Stop feeling like a grown up.
- Start with something manageable.
- Have the courage to trust yourself.
- Continue to pursue opportunity.
- Effort matters, so use it.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Ms. Preena Salgia Sethi

Advocate & Legal Consultant, Indore

HR Forum Meet | September 24, 2021

Contract Negotiation and Drafting Common Mistakes & How to avoid them

- Not knowing your client and their needs.
- Not proofreading and formatting.
- Not using plain English.
- Missing out on certain boilerplate clauses.
- Making the contract too one sided favoring your client.
- Being too general.
- Rushing through the drafting stage.
- Not using an attorney.
- Failing to keep the big picture in mind.
- Eagerness to complete the deal very quickly.

IMA ACTIVITIES & KEY TAKEAWAYS

IMA ACTIVITIES & KEY TAKEAWAYS



Mr. Shashank Kasliwal

Director of Emotional Intelligence Inc, Indore

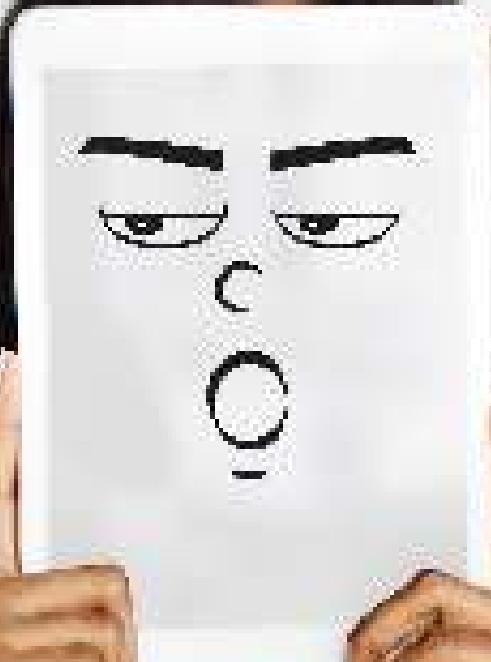
Evolution for Excellence | September 30, 2021

Self-Expression & Leadership Program

- Expand your ability to express yourself fully such that others relate to you newly-not from their past experience of you, but from the new possibilities you've created.
- Develop the ability to alter the environment in which you express yourself, so that your environment welcomes and furthers your contribution.
- Find yourself empowered and discover what it takes to empower others in creating new possibilities in their lives and in making those possibilities happen.
- You don't have to be in a leadership position to lead.
- Initiate inclusive engagement and stick to your principles.
- Incorporate the opinions of others.
- Expand your natural capacity for leadership and find yourself expressing your thinking and ideas effectively in a way that calls forth the alignment, cooperation, and partnership of others.
- Come to know yourself as someone who creates possibility and is unstoppable in the face of life's challenges.
- Be able to vividly create for others what you see as possible and be somebody that people love to say yes to.
- Be at ease with and powerfully operate in front of groups.

IMA ACTIVITIES & KEY TAKEAWAYS

14 BORING EXPRESSIONS & WHAT TO USE INSTEAD



01 THINK OUTSIDE THE BOX

Meaning: To come up with something new and creative.

Why Avoid: There's no clear direction about what you want or don't want.

Use Instead: Be specific about what should be different.

- We need a new product. Let's think outside the box.
- Let's think of a new product that appeals specifically to over-50s.

05 IT'S NOT FAIR

Meaning: Rules for equality have been ignored.

Why Avoid: Doesn't offer any reasoning and or solution. It also sounds

Use Instead: Provide a solution to making a situation fair.

- The game wasn't fair.
- All other games should also be extended by ten minutes to keep it fair.

02 AT THE END OF THE DAY

Meaning: When all is considered.

Why Avoid: Wordy, overused cliché that could be confused with literal meaning.

Use Instead: Note the considerations that led to the conclusion.

- At the end of the day, Sara decided the house wasn't right for her.
- Considering the location, Sara decided the house wasn't right for her.

06 VERY INTERESTING

Meaning: Something has caught my attention.

Why Avoid: Not specific, so the phrase sounds insincere.

Use Instead: Point to what was truly interesting and why.

- I found the statistics interesting.
- I found the statistics on social media use surprisingly high.

09 IMPORTANT

Meaning: Something crucial.

Why Avoid: Lost power through common use - if something is truly important, use a stronger expression.

Use Instead: Use a powerful word like "vital", "critical", or "-urgent".

- It's important to finish the report by this evening.
- It's critical to finish the report by this evening.

12 I HEAR YOU, BUT

Meaning: I disagree with what you're saying, and I want to speak now.

Why Avoid: Feels disingenuous, like you're not really listening.

Use Instead: Prove they've been heard and ask their opinion on your ideas.

- I hear you, but wallpaper would be better.
- I agree the room needs repainting. What do you think about wallpaper instead?

03 IT'S AMAZING

Meaning: Something so incredible, it's almost unbelievable.

Why Avoid: Lost power through common use - its rare to be truly "amazed"!

Use Instead: Try a variety of adjectives, like impressive", "astounding" or "unusual".

- The spa was amazing.
- The spa was impressively clean.

07 BASICALLY

Meaning: In short and without going into detail.

Why Avoid: Implies there's useful detail you're not including, or that the other reader wouldn't understand.

Use Instead: Remove "basically" entirely.

- Basically, the software has three main functions.
- The software has three main functions.

10 THIS SHOWS THAT

Meaning: Something indicates something else.

Why Avoid: Wordy and not clear what "this" refers to.

Use Instead: Name the things you're talking about to make the sentence clearer.

- This shows that the cereal is working.
- The increase in birds shows adding cereal to the feeder is working.

13 IT IS WHAT IT IS

Meaning: It can't be changed.

Why Avoid: Implies you can't or won't make an effort to change something.

Use Instead: Note the situation could be temporary and show you'd like to make change.

- Profits are down, but it is what it is.
- At the moment, profits are down 10%. Let's brainstorm how to bring them up by next week.

04 GOOD LUCK

Meaning: Wishing success by chance rather than action.

Why Avoid: Implies the person may not have the correct skills for their task.

Use Instead: Say something kind and empowering, with reference to specific skills.

- Good luck with the job.
- You'll be great for the job because you're so organised.

08 TO BE HONEST

Meaning: To give a real and truthful opinion.

Why Avoid: Implies you have been withholding the truth.

Use Instead: State your opinion clearly and without hedging.

- To be honest, I liked the first one.
- I believe the first one tasted better.

11 PRETTY GOOD

Meaning: Average, room for improvement.

Why Avoid: Weak and misleading.

Use Instead: Note something you liked, and something that could improve.

- The singing and dancing were pretty good.
- I enjoyed the dancing, but the singing could be better.

14 IN MANY WAYS

Meaning: There are several things to say.

Why Avoid: Vague and gives no useful information.

Use Instead: Grab the readers' attention with clear facts.

- Of Mice and Men explores male friendship in many ways.
- Of Mice and Men explores male friendship in the relationship between George and Lenny, as well as in their relationship with their employer, Curley.



COME AND BE A PART OF THE MANAGEMENT FRATERNITY OF CENTRAL INDIA

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- A Rendezvous- An Exclusive CEOs Meet
- Tete-a-tete - Expert Session for Top Management
- Once-Upon-A-time - Stories of Champions

TRAINING & LEARNING

- Management Development Program
- Evolution for Excellence
- Training@Doorstep
- Exclusive Workshop
- Outbound Workshop
- Develop your USP

MONTHLY EVENING SESSION

- Centre Of Excellence
- Readers Clique
- Management Film Show
- HR Forum Meeting
- Learning from the Life of Legends
- Mind your Language
- Contemporary Learning
- Open House Session

ANNUAL FLAGSHIP EVENT

- IMA International Management Conclave

PUBLICATION

- Indore Manager Magazine