

HOW TO BALANCE LIFE, CAREERS AND SKILLS DEVELOPMENT SUCCESSFULLY

By Gizelle McIntyre, director of the Institute of People Development

Issued by Perfect Word Consulting (Pty) Ltd

Learning how to juggle real life, busy careers, family responsibilities, social agendas and personal development is no easy feat. However, once the art is mastered, a whole new level of development can be unlocked.

The greatest barrier to learning and development in the workplace is possibly that people do not feel that they have the time to study whilst working. Although this is a valid concern, if time management and the ability to balance learning, work and personal requirements are honed, learning and career development training *can* be undertaken. This leads to immense personal and professional fulfilment; making the balancing act well worth it.

The starting point in achieving these juggling skills is to ensure that your priorities are arranged hierarchically, determining the amount of time spent on each. It is essential that you pay attention to your overall wellness; if you are unhealthy, none of your objectives will be achieved to their fullest potential. Caring for your own wellness comes with a juggling act of its own; balancing spiritual, emotional, financial, intellectual, environmental, social and physical needs.

Altruism plays an important role in sharing your successes with others and paying it forward. A large portion of on-the-job learning happens through mentorship and peer guidance. Once you have reached your own goals, the secret to positive living is to share the “how” with those around you – pay it forward and help someone else to achieve their goals too.

When someone takes on this mentorship role, they effectively become a leader to those around them; offering guidance and support. According to an article published in Forbes Magazine, written by Glen Lopic, there are five things to consider in becoming a more effective leader. You should never stop being accountable, always pay attention to your team, improve your approach to problem solving, listen carefully and allow failure to guide.

Another important aspect is to focus on creating a personal brand that you, your employer and your peers can be proud of. In order to build a strong foundation for such a brand, there are four pillars to erect: self-worth; how much you value yourself and who you are - you cannot give what you do not have enough of; self-image; the way you see yourself (even if this is through the eyes of others) - this is how others will see you; self-confidence, only you

can position yourself confidently; and self-assessment; don't be afraid of introspection – know and believe in yourself and your abilities.

Juggling is a skill that is refined over time with much practice. Any skill can be learnt by anyone that is willing to learn – value yourself enough to believe that you are capable of infinitely more.

- ENDS -

Words: 414

Boilerplate:

Founded in 1999, Workplace Skills Solutions t/a The Institute of People Development (IPD) strives to equip, prepare and certify practitioners in order to serve South Africa's skills development strategy as well as facilitating the transformation of education and training. Over the years, IPD has become the preferred people development partner to most state owned and private enterprises in Southern Africa. For more information, please contact IPD at trainingenquiries@peopledev.co.za on (011) 315 2913 or visit www.peopledevelopment.co.za.