

平衡生活與工作

「我的女兒每晚都要等我七時半放工返回家之後才肯做功課。我要在之後兩個小時之內跟她談論有關學校的事情、做功課、食晚飯、洗澡和最後上床睡覺。我丈夫的工作時間比我更長，因此他通常都不在家。這個時間是我全日感到最疲累的時候KKKK。」

近幾年，香港人長時間工作已經成為一種風氣。根據由社區商業及香港大學於二〇〇四年九月二十二日所做的一份有關平衡工作與生活的調查報告指出：有八成的香港人都是長期超時工作，結果造成約三成的人放病假。報告亦指出香港僱員平均每星期工作=RRKO=小時，任職財經服務行業的僱員尤甚，他們平均每星期工作=RVKS=小時。而大部份的受訪者都認為工作已侵入了他們的個人生活。

生活與工作失衡對個人和公司都會導致重大的個人及經濟困難。對於公司，它會造成士氣低落、生產力下降、無故曠工及人材流失等。對員工而言，工作與生活失衡，除了會影響家庭生活之外，同時對個人健康有重要影響。在以上的調查中，有相當多的受訪者指出由於過長的工作時間，所以感到大壓力及缺乏運動。這種情況普遍會連繫到一些健康問題，例如心臟病及中風等。

工作與生活平衡是指個人、企業和社會上的每一分子無論在工作以內或以外都能夠活得充實。要掌握自己的生命和不為工作而生，從今天開始你要減少困惑及受壓的感覺。以下是一些秘訣有助你達至生活與工作平衡：

時間管理

G=為了讓自己全面了解自己要做的的工作，列出一份工作清單。你能把一些工作委任於其他人嗎-J=或者是可以把它完全省略？

G=細分一些大型工作。定下合符實際的目標及自己能力範圍之內的工作。

G=不要把工作拖延。

屬於自己的時間

G=每天保留一些時間做自己想做的事情是很重要的。無論是浸一個較長的熱水浴，或者是在孩子入睡後與友人作一個短聚，這就是一些屬於自己的空間，此時此刻也沒有人對你有任何要求。

G=與你的配偶定下時間輪流照顧孩子。當你的配偶照顧孩子時，做你最感興趣的事情，這包括甚麼都不做。

正面思想

G=從多角度看問題。

G=無論是因為一個想法、一套影片或者是一個人，緊記歡笑是你人生中不可或缺的元素。

G=完美主義本身就很有壓迫感，忘記它吧！多一點欣賞自己的成就；少一點集中自己的不足。

G=不要埋怨別人。對於自己的行為有所承擔將會有助自己掌控生命。嘗試正面積極一點：「面對困難時，我可以選擇如何反應，我不一定讓事情困擾我的。」

G=彈性處理事情

尋找支援

G=朋友、家人、配偶或同事在困境中都能夠給予自己幫助、同情或支持。

保持健康

G=有一個健康的體魄，讓你更能自如地面對繁忙勞碌的生活。

G=吃得健康。

G=運動是讓你放鬆下來及強健起來的一個好方法。

尋求協助

G=當你同時需要工作及照顧家庭的時候，很容易就忘記了自身的需要。讓別人呵護自己將會給予你多一分力量，讓你能夠繼續維持你的責任和角色。僱員發展服務的專業顧問能夠幫助你放鬆或處理壓力所帶來的影響。

緊記：「為生活而工作，而非為工作而生活。」

Balancing Life and Work

"My daughter won't do her homework until I get home at 7:30pm. That means that into the next two hours we have to cram in talking about school, doing homework, having dinner, having a bath and getting ready for bed. My husband works even longer hours than I do and he isn't usually there. It's the time of day when I feel most tired..."

Working long hours have characterized work life in Hong Kong over the years. According to a survey released on September 22 2004 on work-life balance, conducted by the Community Business and the University of Hong Kong, 80% of people in Hong Kong regularly work unpaid overtime, and as a result 28 % take sick leave to recover. The findings also indicated that employees worked in average 55.2 hours per week, particularly those working in the financial services industry, spending an average of 59.6 hours per week in the office. The majority of survey respondents said work impinges on their personal lives.

Lack of harmony between home life and job causes great personal and financial hardship, both to the individual and the company. It contributes to poor morale, low productivity, absenteeism, and high staff turnover in a company. To employees, work life imbalance, apart from affecting family lives, also has a significant impact on individual health. An overwhelming number of respondents in the work-life balance survey indicated they experienced high levels of stress and lack of exercise due to the excessive hours they work and these were commonly associated with health problems, including heart attacks and strokes.

Work life balance refers to the benefits to the individual, business and society of people to have fulfilled lives in and outside work. By taking control of the elements of your life and making the work for you rather than against you, it is possible to start to feel less harassed and pressured from today. Here're some tips for you better balance your work and personal life:

Manage your time

- * Give yourself an over-view of what you do by listing the tasks you try to fit into an average day. Could you delegate any of these - or eliminate them altogether?
- * Break down larger tasks into manageable stages, and set realistic targets.
- * Try not to procrastinate.

Think positive

- * Get problems in perspective. Note down the steps you can take to tackle them.
- * Make sure there is laughter in your life, whether it is a thought, a video or a person.
- * Forget perfection for it is stressful in itself. Pat yourself on the back for what you have achieved. Don't concentrate on your shortcomings.
- * Don't blame others. Developing personal responsibility for your own actions will help you keep control of your own life. Try to be positive: "I can choose how to react. I don't have to let things upset me."
- * Develop flexibility

Make me-time

- * It's important to set aside time every day to use exactly as you want. It may be as brief as a long bath in the evening, or a quick drink with a friend when the children are in bed: space for you to look forward to when no one will be making demands on you.
- * Take it in turns with your partner to look after the children for an hour or half a day or more. When it's your turn, do whatever you most feel like at the time, including absolutely nothing.

Find support

- * Friends, family, partners, colleagues can all be encouraged into helping or offering sympathy or an ear.

Keep healthy

- * The better shape you are in physically, the more able you are to cope with having a busy lifestyle.
- * Eat well.
- * Exercise is a good way of winding down and it also strengthens you.

Get help

When you have a demanding job and a family to look after too, it is easy to forget that you also need some "tender loving care"! Time for yourself for being pampered by someone else will give you the strength you need to sustain your caring role. EDS professional consultant can help you relax or deal with the effects of stress.

Remember: Work to Live instead of Living to Work.

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