Work-Life Balance: Factors Influencing Working Professionals

Respondent: Muhammad Ibrahim
Role: Finance Advisor
Organization: KPK Government

Transcription of Questions and Responses

1. How do you manage your work responsibilities and personal commitments?
I manage my responsibilities and commitments through activity priority setting and time planning. By organizing tasks based on their urgency and importance, I ensure both work and personal obligations are fulfilled effectively.

2. What challenges do you face in maintaining a balance between work and personal life?
Overburden of work and additional responsibilities negatively impact my personal life. These extra demands often result in limited time for family and personal relaxation.

3. How does your workplace support or hinder your efforts to maintain work-life balance?
Participatory management and effective work allocation among team members at my workplace support a better balance between work and personal life. When responsibilities are evenly distributed, it eases individual workload.

4. What strategies or coping mechanisms do you use to achieve work-life balance?
Timely execution of activities helps prevent the buildup of backlogs and reduces work pressure. This proactive approach minimizes stress and ensures smoother transitions between professional and personal tasks.

5. In what ways does work-life balance impact your job performance and overall well-being?
A technology-oriented approach improves work-life balance by enabling timely execution of activities. This results in reduced stress levels, better job performance, and enhanced overall well-being.

6. How does technology (e.g., emails, work calls after hours) affect your work-life balance?
The use of technology saves time and reduces travel costs. It enables more efficient task completion, allowing for better time management and an improved work-life balance. However, excessive use of work-related communication tools after hours can intrude on personal time.

7. What organizational policies or practices would you recommend to improve work-life balance?
HR should focus on capacity-building initiatives to promote a technology-oriented working environment. This will enhance efficiency, reduce workload, and contribute to improved work-life balance.

Work-Life Balance: Factors Influencing Working Professionals

Respondent: Anonymous
Role: University Employee

Transcription of Questions and Responses

1. How do you manage your work responsibilities and personal commitments?
Managing work and personal responsibilities is challenging. On weekdays, there is hardly any time left for personal tasks due to workload, leaving weekends as the only time to address personal commitments.

2. What challenges do you face in maintaining a balance between work and personal life?
There is a lack of boundary between work and personal life. For instance, I am often required to respond to emails or work assignments from administration as late as 2 a.m., even outside standard working hours (9–5). This creates an imbalance between personal and professional life.

3. How does your workplace support or hinder your efforts to maintain work-life balance?
The workplace provides little to no support in maintaining work-life balance. While weekends are occasionally free to handle personal tasks, the regular workload leaves little room for personal time during the week.

4. What strategies or coping mechanisms do you use to achieve work-life balance?
Unfortunately, there are no specific strategies or support mechanisms in place. The absence of workplace initiatives to support work-life balance makes it difficult to implement effective coping mechanisms.

5. In what ways does work-life balance impact your job performance and overall well-being?
The constant overlap of work and personal life due to emails and calls outside office hours has significantly impacted my overall well-being. It creates stress and reduces personal time.

6. How does technology (e.g., emails, work calls after hours) affect your work-life balance?
Work-related emails and calls outside of office hours severely disrupt personal life. This lack of separation contributes to stress and damages personal relationships.

7. What organizational policies or practices would you recommend to improve work-life balance?
I recommend implementing a strict policy that ensures employees handle work only during office hours. Once employees leave for home, there should be no additional work assignments or calls related to the office.

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1. **Work-Life Balance: Factors Influencing Working Professionals**
2. **Respondent:** Billal Shakir Satti
   Role: Software Professional
   Industry: Software Development
3. **Transcription of Questions and Responses**
4. **1. How do you manage your work responsibilities and personal commitments?**
   I follow a structured routine during my 9-to-6 job. The 8-hour work schedule includes a one-hour break. My primary tasks involve training models, handling client work related to generative AI or large language models, and submitting reports to the manager. At the end of the day, we have team meetings to discuss progress. I make sure to complete the

required 8 hours of work. On the personal side, my commitments are minimal. After work, I engage in activities like grocery shopping or socializing with friends to unwind. Weekends are for cricket matches or attending events, depending on the situation.

5. **2. What challenges do you face in maintaining a balance between work and personal life?**
   After work hours, I often feel mentally and physically fatigued, leaving little motivation for personal or family commitments. Despite this, I encourage myself to spend some time with family and maintain personal connections.

6. **3. How does your workplace support or hinder your efforts to maintain work-life balance?**
   Our software house has supportive HR policies. There's no salary deduction for slight lateness, and valid reasons for delays are accepted without penalties. When project deadlines demand extra work hours, we comply, but during lighter periods, we engage in recreational activities like table tennis. The environment is overall supportive and flexible.

7. **4. What strategies or coping mechanisms do you use to achieve work-life balance?**
   I prioritize tasks based on urgency, managing time effectively. For personal interests, such as cricket, I use half-days or plan my leave wisely. This helps me strike a balance between work, family, and personal hobbies.

8. **5. In what ways does work-life balance impact your job performance and overall well-being?**
   Work-life balance significantly impacts job performance and personal life. A routine with clear goals, discipline, and time management enhances efficiency and ensures a sense of fulfillment both at work and in life.

9. **6. How does technology (e.g., emails, work calls after hours) affect your work-life balance?**
   For client interactions, I use my personal Skype account. During normal situations, there are no calls outside work hours unless there are critical issues, like during protests. For internal meetings with the project manager or HR, the office Skype account is strictly limited to work hours and accessible only through the office laptop. This separation minimizes intrusion on personal time.

10. **7. What organizational policies or practices would you recommend to improve work-life balance?**
    I have worked in two software houses as an intern and in one other company. The focus in the current software house is to satisfy clients while maintaining a flexible work environment. HR policies should not be too strict—things like salary deductions for slight lateness or the absence of breaks, as I experienced in a previous company, hinder employee well-being. Meeting deadlines and client satisfaction should be prioritized, and employees should be given sufficient flexibility and support.

Work-Life Balance: Factors Influencing Working Professionals

Respondent: Anonymous
Role: University Employee

Transcription of Questions and Responses

1. How do you manage your work responsibilities and personal commitments?
I manage my responsibilities by prioritizing tasks and effectively utilizing my time. I allocate specific hours for work and make sure to dedicate some time to personal commitments. Balancing both requires careful scheduling and flexibility.

2. What challenges do you face in maintaining a balance between work and personal life?
Challenges include managing quality time, resource limitations, and health issues. The pressure of deadlines and the lack of relaxation or breaks adds stress, making it harder to maintain a balance.

3. How does your workplace support or hinder your efforts to maintain work-life balance?
There is minimal support from the administration, supervisors, or even counseling services. The absence of emotional or organizational support creates additional difficulties in achieving a healthy work-life balance.

4. What strategies or coping mechanisms do you use to achieve work-life balance?
I prioritize tasks, take time for myself after working hours, and focus on family responsibilities during days off. A five-day work week helps in maintaining some personal space.

5. In what ways does work-life balance impact your job performance and overall well-being?
Work-life balance significantly impacts both my mental health and productivity. When I can maintain a balance, my performance improves, but a lack of it leads to stress and burnout.

6. How does technology (e.g., emails, work calls after hours) affect your work-life balance?
Technology often disrupts work-life balance with excessive emails and calls outside of working hours. Although it facilitates work during university hours, receiving emails late at night (e.g., 10 or 11 pm) on weekends blurs boundaries and causes stress.

7. What organizational policies or practices would you recommend to improve work-life balance?
HR policies should be implemented effectively and in true spirit. Organizations should enforce reasonable boundaries for work hours and ensure employees are not overburdened outside their official working times.

Variables Identification:

To identify variables from the interviews related to *Work-Life Balance (WLB)*, let's categorize them as **dependent**, **independent**, **moderating**, and **mediating** variables based on the responses provided:

Dependent Variable (DV)

- **Work-Life Balance (WLB):**
  Refers to the ability to effectively manage work responsibilities and personal commitments. The overall sense of balance, stress levels, and well-being represent this variable.

Independent Variables (IV)

These variables directly influence WLB based on the respondents' insights:

1. **Workload and Job Demands**

   o Overburden of work and additional responsibilities.

   o Pressure of deadlines.

   o Requirement to handle emails or calls after hours (e.g., late-night tasks).

2. **Technology Use**

   o Use of communication tools like Skype, emails, or calls after work hours.

   o Benefits (e.g., saving time) versus intrusions (e.g., late-night interruptions).

3. **Workplace Policies and Culture**

   o Supportive HR policies, such as flexibility for slight lateness.

   o Absence of emotional or organizational support.

   o Recreational facilities or strict enforcement of boundaries (e.g., "No emails after hours").

4. **Personal Commitments and Responsibilities**

   o Family time, social activities, and personal hobbies.

   o Health and resource management.

5. **Time Management Skills**

   o Task prioritization.

   o Proactive scheduling to prevent backlogs.

Moderating Variables (MV)

These variables influence the strength or direction of the relationship between independent variables and WLB:

1. **Supportive Work Environment**

   o The presence or absence of participatory management.

   o Proper work allocation and collaborative team efforts.

2. **Flexibility in Job Structure**

o   Number of working days (e.g., 5-day workweek).

o   Breaks or recreational activities during lighter periods.

3. **Health and Stress Levels**

o   Mental and physical fatigue after work hours.

o   Ability to recover during weekends or days off.

Mediating Variables (MeV)

These variables help explain the relationship between independent variables and WLB:

1. **Task Efficiency and Execution**

o   Timely execution of activities reduces stress and prevents overlapping between work and personal time.

2. **Technology Accessibility**

o   Facilitates efficient work during standard hours but can also blur boundaries during off-hours.

3. **Emotional Well-Being**

o   A lack of relaxation, combined with work pressure, negatively impacts overall balance.

Summary of Variables

Type	Variable
Dependent (DV)	Work-Life Balance (WLB)
Independent (IV)	Workload, Technology Use, Workplace Policies, Personal Responsibilities, Time Management Skills
Moderating (MV)	Supportive Environment, Flexibility, Health and Stress Levels
Mediating (MeV)	Task Efficiency, Technology Accessibility, Emotional Well-Being