

Report on
ONE WEEK
“TRAINING PROGRAM ON WORK-LIFE BALANCE AND PERSONAL WELLNESS”
(For Non-Teaching Staff) Organized by
Internal Quality Assurance Cell (IQAC)
LUCKNOW PUBLIC COLLEGE OF PROFESSIONAL STUDIES (LPCPS)
(Affiliated to University of Lucknow) Vinamra Khand, (Near Kathauta Lake) Gomti Nagar, Lucknow
February 17-22, 2025
10:00 AM onwards

This one-week training program is designed to help participants achieve a healthy balance between professional responsibilities and personal life while fostering overall physical, mental, and emotional well-being. The theme emphasizes self-awareness, stress management, time optimization, and mindful living to enhance productivity without compromising personal wellness. Through interactive sessions, practical exercises, and reflective practices, the program encourages participants to build resilience, maintain work-life harmony, and adopt sustainable habits that support long-term personal and professional growth.

EMINENT SPEAKERS

DATE	SPEAKER NAME
17 February 2025	DR. SHAILESH SRIVASTAVA Associate Professor, Department of Zoology Tripura University
18 February 2025	MS. RASHMI SACHAN Assistant Professor, Department of Commerce
19 February 2025	MS. SALONI AGARWAL Assistant Professor, Department of Management
20 February 2025	DR. AKHILESHWARO NATH Assistant Professor, Department of Management
21 February 2025	MR. RAHUL SINGH Assistant Professor, Department of Commerce
22 February 2025	MS. PRIYANKA SINGH Assistant Professor, Department of Journalism

Anjali
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

Day-1 ,17 February 2025



Dr. Shailesh Srivastva was telling To help participants (such as employees or team members) achieve a healthy work-life balance while fostering physical, mental, and emotional well-being, organizations and leaders can implement evidence-based strategies. These approaches draw from best practices in workplace wellness, emphasizing flexibility, support, and cultural shifts that benefit both individuals and productivity. Set clear boundaries — Define specific work hours and stick to them, avoiding checking emails or taking calls outside those times to protect personal recharge periods. Prioritize tasks daily — Create a realistic to-do list each day, focusing on high-impact items first and eliminating non-essential ones to feel more in control. Unplug after work — Turn off notifications and fully disconnect from work devices in the evenings or weekends to allow mental recovery. Take regular breaks — Incorporate short pauses throughout the workday, such as walks or stretches, to refresh focus and prevent burnout. Practice self-care routines — Maintain physical health through exercise, healthy eating, and adequate sleep to build resilience against stress. Request flexible arrangements — Explore options like flex time, remote work, or compressed schedules with employers to better align work with personal needs.

Aravindh
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gominagar, Lucknow

Day-2, 18 February 2025



MS. Rashmi sachan told that Set Clear Daily Priorities Teach participants to identify 3–5 high-impact tasks each day to avoid overload and focus on what truly matters. **.Use Time-Blocking Techniques** Allocate specific time slots for work, breaks, family, and personal activities to create structure and predictability **.Plan the Week in Advance** Encourage weekly planning every Sunday or Monday to reduce stress and last-minute chaos. **Differentiate Between Urgent and Important Tasks** Introduce tools like the Eisenhower Matrix to prevent constant firefighting. **Avoid Over-Scheduling** Keep buffer time between meetings and tasks to reduce mental fatigue. **Set Realistic Deadlines** Promote achievable timelines to prevent burnout and maintain quality work. **Limit Multitasking** Encourage single-task focus to improve efficiency and reduce cognitive stress. • **Define Clear Work Hours** Encourage participants to start and end work at consistent times whenever possible. **Disconnect After Work** Promote switching off emails and work notifications during personal hours. **Learn to Say “No” Professionally** Teach polite but firm ways to decline unnecessary commitments. **Use Flexible Work Arrangements** Advocate for remote work, flexible schedules, or compressed workweeks.

Rashmi
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

Day-3, 19 February 2025




Ms Saloni Aggarwal was telling that Prioritize Regular Exercise Recommend at least 30 minutes of physical activity to reduce stress and boost energy. **Ensure Adequate Sleep** Emphasize the importance of 7–8 hours of sleep for productivity and emotional balance. **Practice Mindfulness or Meditation** Teach short breathing or mindfulness exercises to manage work pressure. **Eat Nutritious Meals** Promote balanced diets instead of skipping meals or relying on junk food. **Take Short Breaks During Work** Encourage the Pomodoro Technique or micro-breaks to avoid burnout. **Recognize Early Signs of Stress** Train participants to notice fatigue, irritability, or lack of focus early. **Schedule Personal Time Intentionally** Treat hobbies, relaxation, and family time as non-negotiable appointments. **Pursue Hobbies Outside Work** Encourage creative, recreational, or social activities to recharge emotionally. **Invest in Continuous Learning** Promote skill development aligned with career goals to reduce career anxiety. **Set Personal Life Goals** Encourage goal-setting beyond work—health, travel, relationships, or finances.

Asmita
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

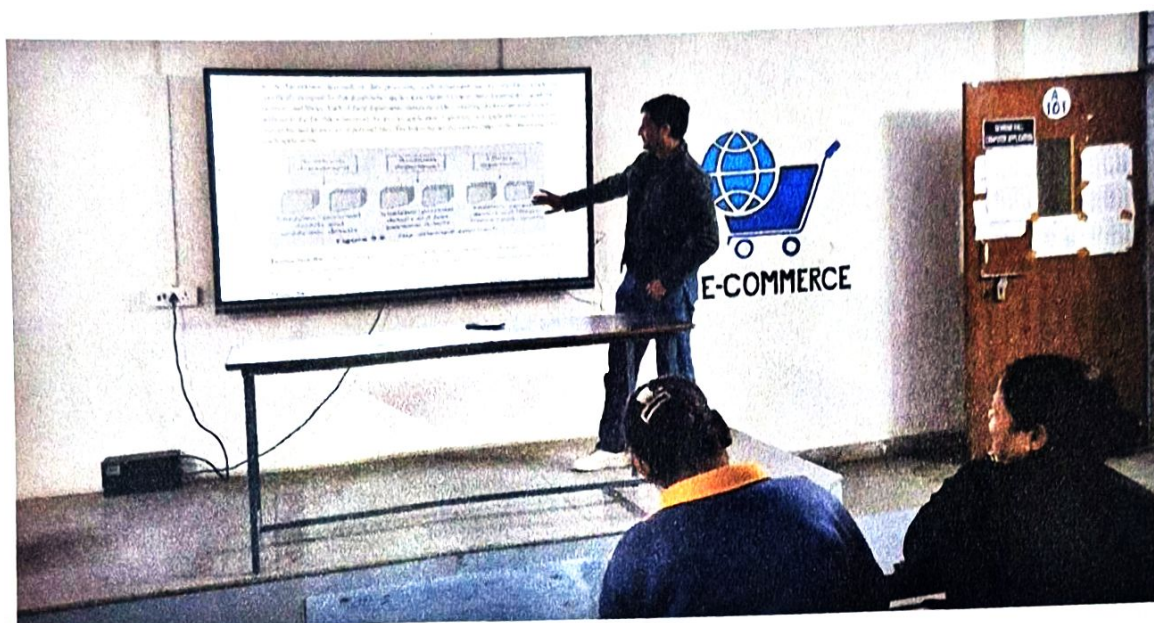
Day-4, 20 February 2025



Dr. Akhileshwaro Nath was telling about to Communicate Workload Concerns Early
Encourage open discussions with managers before stress escalates. **Seek Help When Needed**
Normalize asking for support from colleagues, mentors, or supervisors. **Build a Strong Support Network** Promote connections with family, friends, and peers for emotional stability. **Participate in Team Collaboration** Reduce individual pressure through teamwork and shared responsibility. **Encourage Managerial Empathy** Train leaders to recognize employee well-being and personal constraints. **Technology & Productivity Tools** Use **Productivity Apps** Wisel Recommend tools for task management, reminders, and scheduling. **Limit Social Media During Work Hours** Reduce distractions that increase working time unnecessarily. **Automate Repetitive Tasks** Encourage using technology to save time and reduce mental load. **Set Email Response Expectations** Clarify acceptable response times to avoid 24/7 availability pressure. **Avoid Excessive Screen Time** Promote digital detox periods, especially before bedtime.


Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

Day-5, 21 February 2025



Mr. Rahul Singh was telling that to Promote a Results-Oriented Culture Focus on outcomes rather than long working hours. Encourage Taking Leaves Fully Discourage working during vacations or sick leave. Offer Wellness Programs Include yoga, counseling, fitness sessions, or mental health support. Normalize Mental Health Conversations Reduce stigma around stress and emotional challenges. Recognize and Reward Balanced Behavior Appreciate employees who maintain productivity without burnout. Self-Reflection & Long-Term Balance Conduct Regular Self-Check-ins Ask participants to review work-life balance monthly. Align Work with Personal Values Encourage choices that resonate with long-term happiness. Avoid Perfectionism Teach that “good enough” is often more sustainable than perfect. Accept That Balance Is Dynamic Help participants understand balance changes with life stages. Learn Stress-Management Techniques Introduce techniques like journaling, breathing, or visualization.

Arjun
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

Day-6, 22 February 2025



Ms. Priyanka Singh told that **Spend Quality Time with Loved Ones** Encourage presence and meaningful interactions, not just availability. **Maintain Healthy Relationships at Work** Promote respect and collaboration to reduce workplace tension. **Plan Vacations and Short Breaks** Regular time off helps prevent chronic stress. **Avoid Comparing Work-Life Balance with Others** Encourage personal definitions of success and balance. **Celebrate Small Wins in Life and Work** Recognize progress in both professional and personal areas. **Define Clear Work Hours** Encourage participants to start and end work at consistent times whenever possible. **Disconnect After Work** Promote switching off emails and work notifications during personal hours. **Learn to Say "No" Professionally** Teach polite but firm ways to decline unnecessary commitments. **Use Flexible Work Arrangements** Advocate for remote work, flexible schedules, or compressed workweeks. **Avoid Taking Work Home Mentally** Suggest end-of-day rituals (journaling, walks) to mentally detach from work. **Set Boundaries with Clients and Colleagues** Clarify availability expectations to avoid constant interruptions.

A Singh
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow

Glimpse of the Event



Asif
Principal
Lucknow Public College of Professional Studies
Vinamra Khand, Gomtinagar, Lucknow