



Notes

## Practical-14

You have been shifted to night work shift. Describe the problems/inconveniences being faced by you. Also explain what steps you will take into consideration so that your work life and rest of **the social life is not much affected**.

### Objective

After completion of this practical/activity you will be able to concentrate more on your work as you will be able to learn as to how to balance your work and personal life.

### Pre-requisite

- Identification of the issues which are hampering the work.
- Consultation within family and superiors.

### Procedure

- Identification of the problems faced after working in night shift and its impact on day to day activities.
- Study/research on the subject/problem so that the solution can be achieved.
- Have sufficient amount of sleep in spite of working in night shift.
- In the morning, go for GYM or yoga so that you can sleep properly.
- Do activities on time during the office so that you can get relaxed (i.e. leave your seat for 3-5 minute walk, blink your eyes).

### Do's and Don'ts

- Don't miss out on your sleep.
- Go for GYM/Yoga.



Notes

### Learner's Observations

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Instructor's signature