

How to maintain a work-study-life balance

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Working during your university studies can greatly benefit your future for a multitude of reasons and that goes without saying. Besides meeting new people, learning new skills and improving your financial situation, you can also make new contacts and enrich your professional network.

However, work and studies can sometimes be difficult to juggle because you must divide your time evenly between your academic and work schedule. For those of you who find it challenging to balance studying with your job or an internship, we've got you covered.

Here are five of our best tips to combat stress as a working student.

PLAN AHEAD

The last thing you want to do on the night before your test is cram and write an essay. Having full engagement and concentration is essential for your university work. The best way to stay on top of deadlines is to prioritise and plan.

Consider keeping a journal or creating a to-do list if you have tasks to perform. You will not only be reminded to complete assignments on time if you keep a record of them, but you will also feel more accomplished, if you manage to do so.

Wasif Khan from IBA, University of Dhaka, shared how he maintains this balance during this pandemic. "The challenge of balancing work and study has generally been tough, especially considering the effect it has on other important things like leisure and extracurricular activities," he said. "However, I find it helpful to comprehensively schedule tasks and make

micro-targets for each deliverable. It's easier for me to track my progress and there is a bonus positive reinforcement every time a small target is achieved."

BE AWARE OF YOUR LIMITS

Committing to more work than you can handle is very common, so don't panic. Decide what is the most important to do first. A good question to ask yourself is—"How much work can I handle?"

Prioritise. Without a doubt, your primary focus should be on studying. The purpose of working should be simply to give you financial support and to gain extra experience. Know and respect your limits, and make sure you aren't stressing yourself out more than you should. Make sure you don't burn out by explaining

study deadlines, I put my 150% at work," said Anindita Atoshi, working as an HR executive at a startup alongside her undergraduate studies.

USE YOUR TIME WISELY

Studying is a valuable investment, so to manage work and study, make sure it is a time well spent. Productivity is the key. Keep focused and avoid procrastination by studying for short periods with breaks.

Disconnect from social media and prepare some snacks. You will accomplish more work at university if you eliminate distractions and utilise incentives. Therefore, you will have more time to relax, and you may even be able to work an extra shift at work if needed.

Keep in mind that you're still a student.

about your availability and expressing any concerns you might have is essential for success in university.

How much work will it be for you? Make sure you don't overextend yourself in this area. If you do not have the time to devote to a part-time job, you may want to consider alternative methods of earning money. How about a weekend job? It's a great way to gain experience without having to worry about it interfering with your studies.

GET ENOUGH REST AND PRIORITISE YOUR HEALTH

Physical, as well as mental health, are more important than ever. Remember that your body is still growing, so taking special care of your health is a wise



your situation to your manager.

When applying for a job, mention to the interviewer that you will be studying before you start working.

"Scheduling is key when it comes to balancing but what works better for me is prioritising time. When there is an exam coming up I try to prioritise my studies over work responsibilities and on the days I don't have classes or no approaching

Spend some time with your friends during your university experience to relax and have fun.

COMMUNICATE WITH YOUR EMPLOYER

You must maintain a good relationship with your superiors if you decide to work during your studies. Describe your approach to dealing with everything honestly and openly. Being forthcoming

choice. At least give yourself a minimum of seven to eight hours of sleep. Your immune system will be strengthened, your memory will be enhanced, and you will be able to cope with stress better.

Throughout the day, eat a variety of nutritious foods to keep your energy up. Although takeaway is tempting, keep in mind that you should also aim for a more balanced diet while you are trying to balance your busy schedule.



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