

A good balance between work, private life, and a study programme or course

Fitting in a course or a longer training programme alongside your work can demand a lot of your time. Of course, it is essential to continue to develop within your field of work, but you also have a job to do and a private life to lead. Studying is no small matter; it requires discipline and perseverance. How do you keep all the balls in the air?

Added value

A new specialisation – or the further development of an existing specialisation – brings added value. Even if you have the necessary knowledge already, it is always good to develop yourself further. Sometimes it's necessary for your field of expertise, particularly if your work involves laws and regulations.

Approved institution

'Well begun is half done,' as the saying goes. This is certainly true for the search for a suitable course or programme and training institute. Always choose an approved institution. It would be a shame to put time and effort into taking a course or programme that is not professionally recognised. To find out whether previous students are satisfied with the course, you can look at the reviews. Check the background of the lecturers or contact one of them; they can explain to you in detail what you can expect from a particular course.

Inform people

Decided on a course and ready to start? That's good news! You're keen to develop yourself further! Let the people around you know, so they

are prepared for the fact that you will temporarily have less free time. If you are going to take a longer course or programme, it is wise to reallocate the household chores at home. Create an overview of what needs to be done at home and how much time is spent on those tasks. Another family member may be able to take over these tasks temporarily.

Work planning

Draw up a realistic schedule and estimate how much time you'll spend on certain things. Consider in advance when you will be devoting time to your studies and reserve time in your calendar. If you have an appointment or meeting, plan your study time around it. However, make sure you get enough time to relax and recharge your batteries. It's also worth looking at the times when you study most effectively. That could be in the mornings, or it could be in the evenings. As far as possible, schedule your study activities at the times when you can perform at your best. That can you can get the most out of the time and effort you invest.

Enthuse each other

Are your colleagues and fellow professionals aware of the fact that you are taking a course or programme? Talk about topical matters with them, and enthuse each other. Sharing knowledge helps the subject matter come alive. Taking a course or study programme alongside your work requires discipline and perseverance. However, once you find a good balance between your work and your private life, your studies can really enrich your life.

Here at EIPA, we believe in a practical approach that will help you apply what you learn in your everyday work. During our courses, you will therefore work in small groups, with interactive workshops, case studies, and simulation games to help you gain new knowledge at a very practical level. Our experts are always on hand to answer

your questions and provide guidance. They can also advise if you are still in doubt as to whether you should start a programme or a

short course. Interested? Take a look here for our various courses.

The views expressed in this blog are those of the authors and not necessarily those of EIPA.