

PROMOTING WELL-BEING

29.1 Introduction

A person suffer when he has an illness. Sometimes the illness may prolong and affects the individual well being make the family suffer for a long time. On the other hand absence of illness does not indicate wellness of an individual. In other words if the individual has sound health, with more energy for constructive work feels satisfied and spreads happiness and commands respect from other people, it can be said that his well being is good.

(Wellness refers to the good physical, psychological and social functioning of an individual.)

29.2 Objectives

After reading this lesson you should be able to :

- know the ways of managing your time well;
- know how physical exercise and nutrition can promote well-being and;
- know the benefits one could obtain in practicing yoga and meditation.

29.3 Time Management

Time is an important factor which contributes to life in so many ways. That's why proverbs like "Time is gold", "Time is precious," "Time wasted cannot be taken back" are seen in the society. Constantly we think about time and keep doing things as per the time schedule. Time management is necessary for effective use of the available time for doing

many activities within a short duration of time increasing the quality of the performance and life. Time acts as a pressure when we simultaneously try to do many things without priorities. Time management techniques mainly involve (1) efficiency in doing things, (2) planning, and (3) prioritizing. Efficiency is increased by using simple notes, check lists etc. as one is shown in Figure 1.

Today's Job	
1)	letter posting
2)	going to bank
3)	calling a friend
4)	purchasing a ticket
5)	-----
6)	-----

Fig. : Preparing schedule of a day with a check list.

Planning would involve preparation, goal setting, scheduling future events and activities like fixing up appointments, setting dead lines, maintaining calendar etc. For eg let us assume that you want to visit a hill station during summer vacation, now you will have to plan the following steps.

Step 1 : Decide the hill station you want to visit. This can be based on the time and money available to you.

Step 2 : Consult friends or tourist office for information like distance, accommodation, tourist spots, mode of transport, etc.

Step 3 : Book the ticket and the room (accommodation) in advance.

Step 4 : List out the things you would be taking for the trip eg eatables, clothes (casual and warm), camera, and other equipment for special purposes like trekking, entertainment etc.

Planning would make your trip pleasant because you will be saved from the last minutes hurry.

Prioritizing simply means sequencing as to what should be done first, second etc. From the example stated earlier, it could be noted that deciding the hill station, booking the accommodation and purchasing the ticket should be done first before making other arrangements. Even among the three, deciding a hill-station should be the first task.

Effective time management is a skill which one can acquire with conscious effort. The first step in this process is to identify the tasks which one wants to do. Then analyze the tasks in the following categories :

(1) "A" tasks, (2) "B" tasks, (3) "C" tasks.

"A" tasks should be done everyday during prime hours when one's performance is at best. "B" type of tasks are those things which can be done, but with secondary importance. Perhaps 20 per cent of everyday's time may be allotted for performing "B" tasks. "C" tasks are those which no way contribute to the priorities. These tasks can be ignored and they may be done at the leisure hour.

For a student studying for an hour between 5 : 30 to 6 : 30 am can be called as "A" tasks. Polishing the shoes, ironing uniform can be considered as "B" tasks and buying milk and vegetables may be considered as "C" tasks.

Distribution of work : A mother has a lot of work in the morning like cooking, preparing children for school, packing meal for husband etc. If she has to manage her time well, she has to train her children in sharing the work such as polishing shoes, preparing a cup of tea, packing lunch for themselves etc. Children can do things better only when you allow them to take care of themselves in eating, dressing, studying etc. This type of distribution makes the mother be free from time pressure and it also helps children learn skills for their well-being.

Some people have a tendency to do every work by themselves. A manager will be efficient only when he distributes his work amongst his subordinates and gets it done. The allocation of the work must be done according to each one's capacity, interest and skill.

Time Budgeting : Time-budgeting is similar to money budgeting. At the beginning of a month individuals allocate money to be spent for various things such as milk, vegetables, provision, transport, school fees etc. Likewise, planning to spend time for a day and for a week is necessary.

Time budgeting is done by considering priorities, which are determined by personal, familial, professional goals etc. The priorities can be divided as short-term and long-term and accordingly they have to be executed. Time available should be calculated after deducting the time spent for personal necessities like, brushing, bathing, washing, eating, sleeping etc.

For example : If one can minus 12 hrs. (8 hrs. for sleeping + 4 hrs. for personal care and travelling) is left with only 12 hrs. These 12 hours can be budgeted for spending in office, family and personal hobbies etc. Family and personal needs should be given priority during Saturdays and Sundays. Short term goal/priority may be studying for the nearing examination. Long term goal may be getting a promotion after obtaining the degree.

Time availability partly depends on the way time is spent. Carefully spending and enjoying the activities can add satisfaction and quality to our lives. Time spent without any purpose can be a great source of frustration and can lead to stress.

Intext Questions 29.1

State whether the given statements are true or false.

1. Wellness refers to the good *physical, psychological and social* functioning of an individual.
2. Time *wasted* cannot be got back.
3. Time acts as a *pressure* when we *simultaneously* try to do many things without *priorities*.
4. Time management technique mainly involves *efficiency, planning and prioritizing*.
5. Time budgeting is similar to *money budgeting*.

Try it yourself

1. How do you do time management ? Describe in your own words.

2. Come out with your a time management matrix based on urgency and important considerations.

29.4 Yoga

Yoga is a way of life that promotes physical as well as psychological well-being.

Yoga mainly has 8 steps. The most important steps which can be ordinarily practiced by us are given below :

1. "*Yama*" : meaning understanding and accepting the nature and other human beings.
2. "*Niyama*" : meaning understanding and accepting the self through self analysis.
3. "*Pranayama*" Pranayama is an exercise meant to regulate breathing. It makes the respiratory system work to its optimum thus ensuring proper supply of oxygen to the blood and improving blood circulation.
4. *Asanas* and *Asanas* are the physical aspects of yoga in which postures are checked and modified as required for setting right the imbalance of inner functions which include both physical and physiological aspect of the human body system. *Asanas* have preventive, curative, and promotive values which are described below :

5. **Meditation** : It refers to concentration on one aspect of one environment.

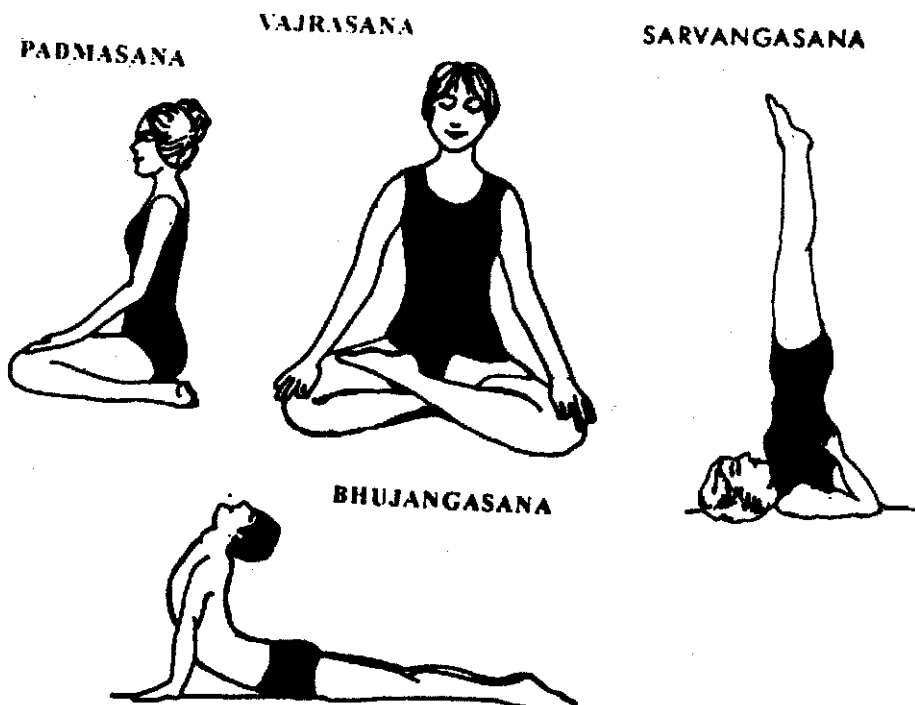
Preventive and Curative Value of Asanas :

Assimilation of food becomes better; waste products get eliminated more easily. Endocrine glands function more effectively. Certain disorders of the liver, spleen, pancreas, kidneys, bladder and heart get corrected to a great extent. Conditions like asthma, diabetes, spondylosis, constipation etc. can be managed by yoga same of The important asanas are illustrated in figure 1. Those who suffer from conditions like hypertension (high B.P.), heart ailment, slip disc, lumbar, spondylosis are advised to do asanas under the constant supervision of trained experts in Yoga, that too with the consent of medical practitioners who have been treating them.

Promotive Values : The most important steps of practice of Yoga can also bring benefits on the psychological aspects. They are :

(i) relief from tension, stress and strain, anxiety, frustration, anger etc. Yoga steps produce relaxation, positive thinking, self-confidence, self-awareness, development of personality, improvement of memory, reduction of sleep deficit, etc.

Patience, endurance, cheerfulness, straight forwardness, discipline and perseverance are also achieved by practicing systematically for a long time.



Intext Questions 29.2

Match the following statements :

- | | |
|---------------|---|
| 1. Yama | a. Physical aspects of yoga (postural practices) |
| 2. Niyama | b. Focusing one's attention |
| 3. Pranayama | c. Understanding and accepting the nature and others. |
| 4. Asana | d. Understanding and accepting the self through self-analysis |
| 5. Meditation | e. Regulation of breathing. |

29.5 Meditation

In ancient times "Rishis" (sages) used to meditate in calm and quiet places. This helped them to maintain good health. This helped them to be clear in their thinking enabling them to advise the kings for effective rule for the welfare of the people. You can also do meditation. Meditation is focussing of one's attention to a particular state and not letting any thought disturb it. The aim of meditation is to relax the body and mind. Meditation can provide inner peace and reduce stress from the hustle and bustle of daily life. The basic common element found in all forms of meditation is pointedness which means all the attention is directed to one feature of experience and everything else is excluded.

Meditation brings down intense emotions. Pulse rate, skin conductivity, muscle tension, become better due to meditation. Therefore almost all stress related disorders such as high Blood Pressure. B.P., migraine etc. can be managed rather effectively through meditation. Meditation gives healthy thinking characterized by clarity, good concentration, intellectual power etc. It reduces anger, anxiety, frustration, inferiority complex, tension etc. Ultimately it can be said that meditation enhances wellbeing.

Intext Questions 29.3

1. What is meditation ?

2. Mention any two effects of meditation.

29.6 Management of needs

Needs are the basic forces which operate of behind individual's behaviour. If those needs go either fully or partially unfulfilled, the individual experiences stress or tension Therefore stress management and the study of well being must start with management of needs.

Human needs may be classified broadly into two categories namely :

- (i) Primary or physiological needs and
- (ii) Secondary or psychological needs.

Fulfillment of Needs

Maslow organised the different human needs at five levels. *You have read about the hierarchy of needs in the chapter 10 of Book 2.*

The first level of needs i.e physiological needs include hunger, thirst, sex, etc.

Gratification of hunger and thirst is essential for body preservation where as sex is important for preservation of the species.

Second need which follows these needs as per Maslow's view is safety which helps the individuals avoid danger and feel secure in their daily needs. From safety, the individuals next feel the need for belongingness. They need love from others and they want to be recognized. Slowly the need for belongingness paves the way for self-esteem which ultimately enables the individuals to seek self-actualization.

The point which should be noted here is that a higher level need normally acquires the importance, when the lower needs are gratified.

If any obstacle is placed on the path of the individuals who have set goals in respect of a given need they are bound to feel frustrated which finally results in experience of stress and expenditure of energy at times both physical and psychological). One of the ways to manage these needs is perhaps to make a thorough analysis of the environment in which the individuals are placed and to see whether the environment is fit enough for them to grow and develop successfully fulfilling the needs and wants which appear in them from time to time. If the environment is not suitable the individual can explore the possibility of modifying the environment.

It can be said that an individual should try to gratify the different needs in reasonable limits rather than repressing them. This is essential for mental health. At the same time the individual should not be fixated at any need and try to give exaggerated gratification to it. For eg. Gratification of need for affiliation is important from mental health point of view. However if the individual is exclusively concerned to seek affiliation he may land into problems.

Intext Questions 29.4

1. Mention the names of one psychologist who have spoken about needs in human beings.

2. What is the ultimate need as per Maslow's view ?

29.7 Physical Exercise and Nutrition

"All work and no play makes Jack a dull boy" is an old saying. Yes it is indeed so. If an individual goes without proper physical exercise he/she loses control over the functioning of both body and mind. Physical exercises regulate the inner functions of the body. Physical exercises to a great extent, trim the body and discipline the mind. If the individuals cannot do rigorous physical exercises, they can at least go for walking, jogging, skipping etc., depending upon their health status. Exercises do produce a lot of positive changes in the body. Warming up every part of the body systematically and cooling it down in the same systematic manner do good to the individuals circulation becomes quite rhythmic and thinking becomes clear and positive, thereby both body and mind are kept in the state of well being.

Adequate and balanced nutrition helps the individuals to promote health. The best defence for the demands of stress is a healthy body. An old quote says that a sound mind exists in a sound body. Nutrition and physical exercises help the individuals be healthy. The body's energy supply and the basic building blocks needed for the growth and maintenance, come from the three main macro nutrients namely carbohydrates, proteins and fat. Salad vegetables and fresh fruits should form a substantial part of a day's eating. Eating snacks between meals (that too, snacks like chips, chocolate, soft drinks, sweet, biscuits etc.) is not good for both the waistline and the healthiness of diet.

Vegetarian diets are in many ways closer to the ideal healthy diet than non-vegetarian ones as they contain little saturated fat and fiber. Moreover they are inexpensive too. Drinking 8 to 10 glasses of water every-day provides the cells with ample fluid and aids the kidneys in flushing out waste products. Eating a healthy and regular diet will ensure healthy body and mind.

Intext Questions 29.5

1. Mention any 3 forms of physical exercises.

2. What are the 3 macro-nutrients ?

What you have learnt

Time management techniques mainly involve efficiency, planning and prioritizing.

Task analysis, proper time budgeting and distribution of work will enhance the state of wellbeing achieved by effective time management.

Yoga offers people of all ages and conditions improved physical flexibility, freedom from stress and profound sense of wellbeing. Yama, niyama, Pranayama, Asanas and meditation are important constituents of Yoga. Meditation is a state in which attention is directed to one feature of experience and everything else is excluded. The aim of meditation as well as Yoga is to induce relaxation.

Physical exercises, nutrition provide the individuals with good physical health which in turn promotes psychological wellbeing.

Terminal Questions

1. Briefly describe the procedure of time management.
 2. How do physical exercises and nutrition promote wellbeing ?
 3. What are the benefits which one can obtain through yoga and meditation ?
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Key to Intext Questions

29.1

1. True 2. True 3. True 4. True 5. True

29.2

1. c 2. d 3. e 4. a 5. b

29.3

1. Meditation is focusing of one's attention to a particular state which would not let any thought disturb the individual. It is a state in which attention is directed to one feature of experience and everything else is excluded.
2. The aim of meditation is to relax the body and mind.
3. Meditation produces inner peace and reduces stress because of hustle and bustle of daily life.

29.4

1. Murray, Maslow
2. Self-actualization

29.5

1. *Walking, Jogging, Aerobic* exercises are physical exercises.
2. *Carbohydrates, Proteins and Fat* are the 3 macronutrients.

Answer to Terminal Questions

1. Time management techniques mainly involve (a) efficiency, (b) planning and (c) prioritizing. Efficiency is increased by using simple notes, check lists etc. Planning involves preparation, goal setting, scheduling future events and activities, setting dead lines etc. Apart from planning and prioritizing on the basis of one's requirements will reduce the stress and keep it away. Further if tasks to be carried out are classified as "A" or "B" or "c" tasks and accordingly if the tasks are executed with proper and realistic time budgeting, management of time becomes all the more effective.
2. Physical exercises and nutrition help the individuals to be physically healthy. When the body is healthy, thinking also becomes quite healthy thereby both body and thinking remain well with mutual positive influence between them.
3. Yoga and meditation regulate almost all bodily functions such as breathing, pulse rate, blood pressure, hormonal secretion, excretion of waste products etc. They also help the individuals get rid of negative emotions such as anger, anxiety, depression, jealousy etc. and yoga as well as meditation increase the power of positive thinking, clarity in thinking, speed of learning and level of concentration.

TERMS YOU SHOULD KNOW

Asana	:	Posture
Bio Feed Back	:	Giving information about the changes which take place in the body to the individual concerned, thus making the individual learn to monitor one's own self.
Claustrophobia	:	fear of closed places. It is a phobia ration.
Cognition	:	Thought
Coping Strategies	:	Methods by which stress is overcome.
Distress	:	Stress which is negative and thereby the level of performance causing feeling of discomfort.
EEG	:	Electro encephalogram. This is again a sophisticated instrument through which electrophysiological changes that take place in the brain(technical term encephalon) due to various states, can be noted.
Efficiency	:	Performing to the maximum level of one's ability.
Eustress	:	Stress which does not disrrupt performance, on the other hand enhances the level of performance, thus giving satisfaction, happiness and such other positive feelings of being well.
GSR	:	Galvanic Skin Response. Skin is sensitive to changes which occur due to experience of emotions. Through GSR which is an instrument one can find out the skin response to emotions.
Insomnia	:	lack of sleep or sleepless nights.
Macro-nutrients	:	Major food substance.
Meditation	:	Fixing one's mind (thinking) on to a single object or experience whereby every other stimulus is excluded.
Phobia	:	Irrational fear of an object, situation, person or animal which is anxiety provoking to the person who in turn, makes full attempts to avoid it.
Pranayama	:	An exercise that regulates breathing

- Prioritizing** : Sequencing the tasks as what should be done first, second etc., according to one's requirements.
- Stress** : is a non-specific.....by an organism to demand made on it.
- Stress** : Pressure caused by interaction of internal and external forces or by internal factors alone or external factors alone.
- Stressors** : events and situations to which people must re.
- Stress reactions** : physical, psychological and biological response people display in the face of stress.
- Wellbeing** : A positive state that is opposite to the state of illness.
- Yoga** : A method which combines pranayama, asana and meditation for producing positive changes in body and mind (thinking).