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**TIME MANAGEMENT CHALLENGES FACED BY EMPLOYEES IN
TELECOMMUTING AND SOLUTIONS**

Abstract: With the rapid advancement of information technology and the acceleration of globalization, telecommuting has emerged as a significant component of modern business management. The COVID-19 pandemic further accelerated this transition, making remote work a mainstream choice for many enterprises. While telecommuting offers benefits such as reduced operational costs and enhanced work flexibility, it also presents considerable challenges, particularly in time management. Employees working remotely often struggle with blurred boundaries between work and personal life, insufficient self-discipline, decreased communication efficiency, and improper use of technological tools. This study aims to systematically analyze

these time management challenges faced by telecommuting employees and propose practical solutions. By synthesizing relevant theories and best practices, this research provides strategic recommendations for both businesses and employees to optimize time management and improve remote work efficiency. The findings contribute to corporate management strategies and offer practical guidance for employees to enhance their self-management skills, ultimately fostering the sustainable development of telecommuting.

Keywords: Telecommuting, Time Management, Remote Work Efficiency, Self-Discipline, Communication Strategies

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**ПРОБЛЕМЫ УПРАВЛЕНИЯ ВРЕМЕНЕМ, С КОТОРЫМИ
СТАЛКИВАЮТСЯ СОТРУДНИКИ, РАБОТАЮЩИЕ УДАЛЕННО, И ИХ
РЕШЕНИЯ**

Аннотация: С быстрым развитием информационных технологий и ускорением глобализации удаленная работа стала важным компонентом современного управления бизнесом. Пандемия COVID-19 еще больше ускорила этот переход, сделав удаленную работу основным выбором для многих предприятий. Хотя удаленная работа дает такие преимущества, как снижение эксплуатационных расходов и повышение гибкости работы, она также создает значительные проблемы, особенно в управлении временем. Сотрудники, работающие удаленно, часто сталкиваются с размытыми границами между работой и личной жизнью, недостаточной самодисциплиной, снижением эффективности коммуникации и неправильным использованием технологических инструментов. Целью данного исследования является систематический анализ этих проблем управления временем, с которыми сталкиваются сотрудники, работающие удаленно, и предложение практических решений. Синтезируя соответствующие теории и передовой опыт, данное исследование предоставляет стратегические рекомендации как для

предприятий, так и для сотрудников по оптимизации управления временем и повышению эффективности удаленной работы. Результаты способствуют разработке стратегий корпоративного управления и предлагают практические рекомендации для сотрудников по улучшению навыков самоуправления, что в конечном итоге способствует устойчивому развитию удаленной работы.

Ключевые слова: Удаленная работа, Управление временем, Эффективность удаленной работы, Самодисциплина, Стратегии коммуникации

Introduction

With the rapid development of information technology and the acceleration of globalization, remote work, as a new working mode, has gradually become an important part of modern enterprise management. Especially driven by the COVID-19 pandemic, remote work has rapidly transformed from an auxiliary working mode to a normalized choice for many enterprises. According to relevant research data, the proportion of remote work has increased significantly worldwide, and this trend will continue in the future. Remote work not only reduces operating costs for enterprises,

but also provides employees with greater work flexibility and autonomy. However, despite the many advantages of remote work, the challenges it brings cannot be ignored, especially the problems faced by employees in time management.

The time management challenges of remote workers are mainly reflected in the blurring of the boundaries between work and life, the lack of self-management ability, the reduction of communication and collaboration efficiency, and the improper use of technical tools. First, remote work breaks the boundaries of physical space in the traditional office model. Employees working at home are easily disturbed by family affairs, resulting in the mutual penetration of work time and life time, making it difficult to achieve effective separation.[1] Secondly, remote work places higher demands on employees' self-management ability. Lack of self-discipline and reasonable time planning often leads to low work efficiency. In addition, remote work relies on asynchronous communication and online collaboration, and delays and misunderstandings in information transmission may affect the overall efficiency of the team. Finally, improper use of technical tools may also become an obstacle to

time management. For example, over-reliance on tools or unfamiliarity with tool functions will have a negative impact on work processes.

The purpose of this study is to deeply analyze the main challenges faced by remote office employees in time management and explore practical solutions. By systematically combining relevant theories and practical experience, this paper aims to provide scientific time management strategies for enterprises and employees to improve the efficiency and quality of remote work. The significance of the study is to provide theoretical support for enterprises to optimize management in a remote office environment, and on the other hand, to provide practical guidance for employees to improve their self-management ability, thereby promoting the sustainable development of the remote office model.

Time management challenges for remote office employees

As an emerging work model, remote work not only provides employees with flexibility and autonomy, but also brings many time management challenges. These challenges not only affect employees' work efficiency, but may also have a negative impact on their mental health and job satisfaction. The following is an in-depth

analysis of the time management problems faced by remote office employees from four aspects: blurred boundaries between work and life, insufficient self-management ability, reduced communication and collaboration efficiency, and improper use of technical tools.

A notable feature of remote work is the integration of work and life space. The traditional office model helps employees to clearly define the boundaries between work and life through the separation of physical space, while remote work breaks this boundary. When employees work from home, it is often difficult to strictly distinguish between work time and life time, resulting in an invisible extension of working time. For example, employees may handle work emails or tasks during non-working hours, thus blurring the boundaries between work and life.[2] In addition, distractions in the home environment (such as family members' activities, housework, etc.) can also distract employees and make it difficult for them to concentrate on completing work tasks. This blurred boundary not only reduces work efficiency, but may also increase employees' work pressure and affect their quality of life.

Remote work places higher demands on employees' self-management ability. In the absence of supervision from superiors and interaction with colleagues, employees need to rely on self-discipline to reasonably arrange their working time and complete tasks. However, many employees show a lack of self-discipline in the remote working environment and are easily delayed or distracted by external interference (such as social media, family affairs, etc.). In addition, some employees have unreasonable time planning, such as failing to allocate time reasonably according to the priority of tasks, resulting in low work efficiency. This lack of self-management ability not only affects individual work performance, but may also have a negative impact on the overall progress of the team.

Remote work relies on technical tools for communication and collaboration, but this asynchronous communication mode often leads to delays and misunderstandings in information transmission. Compared with face-to-face communication, online communication lacks immediacy and the support of non-verbal information, which can easily lead to incomplete or inaccurate information transmission.[3] For example,

text messages in emails or instant messaging tools may be misunderstood, resulting in deviations in task execution. In addition, the lack of face-to-face communication opportunities in remote working environments reduces the interaction between team members, which may weaken the team's cohesion and collaboration efficiency. This reduction in communication efficiency not only affects the timely completion of tasks, but may also have an adverse impact on team atmosphere and employee sense of belonging.

Technological tools are an important support for remote work, but their improper use may also become an obstacle to time management. Some employees over-rely on technical tools and ignore the importance of interpersonal communication. For example, excessive use of automated tools may lead to mechanization and lack of humanization in communication, affecting the effectiveness of teamwork.[4] Some employees are not familiar with the functions of remote office software and fail to make full use of the tools to improve work efficiency. For example, failure to master the advanced functions of project management software may lead to inefficient task

allocation and progress tracking. In addition, the failure or instability of technical tools may also interfere with the workflow, further exacerbating the difficulty of time management.

In summary, remote office employees face multiple challenges in time management, including blurred boundaries between work and life, insufficient self-management ability, reduced communication and collaboration efficiency, and improper use of technical tools. These challenges not only affect employee work efficiency and satisfaction, but may also have a negative impact on the overall performance of the enterprise. Therefore, proposing effective solutions to these problems is of great significance to improving the effectiveness of remote office.

Time management solutions for remote office employees

Proposing practical solutions to the challenges faced by remote office employees in time management is the key to improving work efficiency and satisfaction. The following discusses effective strategies for time management for remote office employees from four aspects: establishing clear work boundaries, improving self-management ability, optimizing communication and collaboration methods, and

making good use of technical tools.

1. Establish clear work boundaries

In a remote working environment, the blurring of work-life boundaries is one of the main causes of time management problems. Therefore, establishing clear work boundaries is the first step to solve the problem. Employees should set fixed working hours and rest times and strictly abide by them. For example, time management techniques such as the "Pomodoro Technique" can be used to divide working hours into multiple focus periods and arrange short breaks after each period. It is crucial to create an independent workspace. This space should avoid interference from family affairs as much as possible to help employees get into the work state psychologically. With clear time arrangements and physical space separation, employees can better balance work and life, thereby improving work efficiency and reducing work stress.

2. Improve self-management ability

Remote working places higher demands on employees' self-management ability. Developing a detailed work plan is the basis for improving self-management ability. Employees should reasonably arrange daily and weekly work content according to

the priority and deadline of the task, and strictly implement the plan.[5] Using time management tools can significantly improve work efficiency. For example, task management software (such as Trello, Asana) and time tracking tools (such as RescueTime) can help employees better plan tasks and monitor time usage. In addition, cultivating self-discipline is the key to overcoming procrastination and distraction. Employees can gradually enhance self-discipline by setting clear goals, breaking down complex tasks, and rewarding mechanisms, so as to maintain an efficient working state in a remote working environment.

3. Optimize communication and collaboration methods

Remote work relies on technical tools for communication and collaboration, so optimizing communication methods is an important part of improving time management efficiency. First, it is crucial to choose the right communication tools. For example, instant messaging tools (such as Slack) are suitable for quick communication, while video conferencing tools (such as Zoom) are more suitable for complex discussions and team meetings. Secondly, regular online meetings help keep

the team connected and synchronize work progress. For example, daily stand-up meetings or weekly meetings can be arranged to ensure information sharing and task coordination among team members. In addition, establishing a clear communication process is the key to avoiding information confusion. The team should clarify the frequency, channels and responsible persons of communication to reduce delays and misunderstandings in information transmission, thereby improving overall collaboration efficiency.

4. Make good use of technology tools

Technology tools are an important support for remote work, but the way they are used directly affects the effectiveness of time management. Employees should learn and master the basic and advanced functions of remote work software. For example, mastering the task allocation, progress tracking and report generation functions of project management software can significantly improve work efficiency. The use of automation tools (such as Zapier and IFTTT) can reduce the time spent on repetitive tasks, allowing employees to focus on more creative and strategic work.[6] However,

it should be noted that the use of technology tools should be moderate to avoid over-reliance. While using technology tools to improve efficiency, employees should maintain necessary interpersonal communication to maintain team cohesion and collaboration.

In summary, remote workers can effectively cope with challenges and improve work efficiency in terms of time management by establishing clear work boundaries, improving self-management capabilities, optimizing communication and collaboration methods, and making good use of technology tools. These solutions not only help employees achieve better time management in a remote working environment, but also provide practical guidance for enterprises to optimize remote working management. In the future, with the further development of the remote working model, the continuous innovation and improvement of time management strategies will become the key to improving the effectiveness of remote working.

Conclusion

As an increasingly popular working mode, teleworking provides employees with greater flexibility and autonomy, but it also brings significant time management

challenges. This paper summarizes the main challenges of time management for teleworking employees through systematic analysis, including blurred boundaries between work and life, insufficient self-management ability, reduced communication and collaboration efficiency, and improper use of technical tools. In response to these challenges, this paper proposes solutions such as establishing clear work boundaries, improving self-management ability, optimizing communication and collaboration methods, and making good use of technical tools. These strategies not only help employees achieve efficient time management in a teleworking environment, but also provide theoretical support and practical guidance for enterprises to optimize teleworking management.

The importance of time management for teleworking employees is self-evident. Effective time management can not only improve work efficiency, but also help employees better balance work and life, thereby improving job satisfaction and mental health. In a teleworking environment, the strength of time management ability directly affects employees' work performance and career development. Therefore,

both enterprises and employees should attach great importance to time management and continuously improve their time management ability through various means such as training, tool support and system construction.

In the future, with the further development of teleworking models and the continuous innovation of technology, time management strategies will continue to evolve. For example, the application of artificial intelligence and big data technologies may provide more intelligent and personalized solutions for time management; the popularization of virtual reality and augmented reality technologies may change the way of remote collaboration and further improve communication efficiency. In addition, as the remote working culture matures, companies and employees will pay more attention to the balance between work and life, and time management strategies will become more humane and flexible. In short, the future development of remote working time management is full of opportunities and challenges, and requires the joint efforts of academia and practice to promote the sustainable development of the remote working model.

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