



THE IMPORTANCE OF WORK-LIFE BALANCE TO PREVENT ZOOM
FATIGUE IN VIRTUAL MEETINGS

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Abstract

This paper aimed to find out: (1) the benefits of work-life balance to prevent zoom fatigue in virtual meetings, (2) and efforts to implement work-life balances to prevent zoom fatigue in virtual meetings. The assessment method used in this Final Project was a qualitative approach based on a description, not numbers. The deductive method was used in solving problems by discussing problems or topics in general, then it drew specific conclusions. Based on the analysis results, concluded two conclusions. First, the implementation of work-life balance has an important role in preventing zoom fatigue among participants who involved in virtual meetings. With the implementation of work-life balance, the participants of zoom meetings can effectively manage various responsibilities during virtual meetings, lower absenteeism in attending virtual meetings, participants become motivated and satisfied in attending virtual meetings, and can attend the virtual meetings flexibly. Second, the efforts to implement work-life balances to prevent zoom fatigue in virtual meetings are through several ways. The ways are by reviewing human resource strategies regarding work-life balance, creating an award program for work-life balance using non-cash incentives following the business goals and stress management, and drafting a balanced plan between personal life and work

Keywords— Work Life Balance, Zoom Fatigue, Virtual Meeting



I. INTRODUCTION

Technological developments have an impact on practical and theoretical changes in the field of administration. Changes that require changing the way of work, models, and work structures in a company. The current era of technology is marked by the emergence of digital, internet connections, and especially, communication technology. The use of technology is an alternative way to support the needs of individuals and companies, especially when the Covid-19 virus pandemic emerged. Apart from being a pandemic that threatens human life, this deadly virus also has an impact on the social-professional life of the community. For example, the limited human interaction and space, so the tendency to take advantage of this technological development is increasing. Technology has grown to be a should in modern-day world, leaving at the back of the slower approaches of communicate and schooling amongst maximum people. This consists of the manner that remedy may be conducted. Today, therapists are the use of email, texting, and social media to speak due to the fact there's no time barrier (Suler). People can get again to the person that contacted them on every occasion they've time; time being the operative word. As era maintains growing, digital remedy has grown to be one of the maximum current sorts of counseling[1]

During the pandemic, the government issued regulations to implement 3M (wearing masks, maintaining distance, and washing hands) and lockdown. The policy made companies implement the system of work from home. This work system is carried out through virtual meetings using digital platforms, such as video conferencing platforms, namely Zoom, Skype, Google Meeting, CloudX, and others. Chawla and Iqbal [2] state that there has been a rapid increase in the use of Zoom, a video conferencing application; increasing from about 10 million participants in daily zoom meetings in December 2019 to 200 million in March 2020, and to 300 million in April 2020. This thirty-fold increase in using video conferencing is worried to lead to fatigue, or what is commonly referred to as "zoom fatigue."

Zoom fatigue is not only a problem of fatigue due to meetings through the Zoom application, but all video conference platforms. One of the reasons for zoom fatigue is the intensity of people staying in front of a computer or laptop screen, forcing someone to stay focused, which leads to tension during virtual meetings. According to preliminary results from the Homeworker Wellbeing Survey by the Institute for Employment Studies conducted by Stephen Bevan and Beth Mason[3], more than half of respondents reported musculoskeletal complaints in the first two weeks of working from home.

A person needs good mental and physical health to prevent zoom fatigue, which might be achieved through balance. In the professional world, this goal may be achieved by implementing a work-life balance. Parkes and Langford[4] state that work-life balance is defined as an individual's ability to fulfill their work and family commitments, as well as non-work responsibilities and other activities. This study focuses on the important role and implementation of work-life balance to prevent zoom fatigue among participants in a virtual meeting..



II. LITERATURE REVIEW

A. WORK-LIFE BALANCE

1. Definition of Work-life balance

The term "work/life balance" was coined in 1986, although its use in colloquialism has been sporadic for several years. Interestingly, work/life programs have been promoted around since the 1930s. Before World War II, W.K. The Kellogg Company created four six-hour shifts to replace the traditional three eight-hour shifts. The implementation of this new shift increases employee morale and efficiency levels. Work-life balance is the satisfaction and proper functioning of employees at work and home, with minimal role conflict. Work-life balance is a satisfactory level of 'fit' between the various roles in one's life.

On the other hand, Kirchmeyer[5], defines work-life balance as an attempt to achieve a satisfying experience in all life domains and it needs personal resources such as energy, time, and commitment to be well distributed across domains. Although the explanation and definition are different, work-life balance is generally related to balance or maintaining an overall sense of harmony in life. Therefore, a person only needs to balance the life to support the well-being of personal and work life. Work-life balance is partial impact on job satisfaction and employee performance, which means that if an employee has a balance with his work life, he satisfaction and performance increase significantly[6]. Anmost fulfilling stability among expert needs and home compulsions is work life balance [7]. Work-life-balance (WLB) refers toas converting the working conduct to permit employees to combine paintings with their other duties, along with being concerned for youngsters or aged relatives. WLB does not mean an equal balance[8]

Delecta[9] stated that work-life balance is defined as an individual's ability to fulfill their work and family commitments, as well as other non-work responsibilities and activities. That way, individuals will have a regular quality of life in making relations with their families and work. Felstead et al.[9] define work-life balance as the relationship between institutional and cultural time and space as well as work and non-work spaces in a society where income is largely generated and distributed through the labor market. Viewed from the employee's point of view, work-life balance is a dilemma in managing work and personal or individual responsibilities towards the family. Meanwhile, from the company's point of view, work-life balance is a challenge to create a supportive corporate culture where employees can focus on their work while at work. Work-Life balance and worker overall performance are equally proportional to every other. If work-life balanced in well-mannered then the overall performance of the worker can be effective[10]. According to Shastri and Vohra's research found there may be a near courting among age of the respondents and their stage of strain in balancing works and their non-public life. Similarly, there may be a near courting among gender of the respondents and their stage of strain in balancing works and life[11]. This state, known as works-existence balance, may be described as an individual's capacity to fulfill their works and own circle of relatives commitments, in addition to different non-works duties and activities[12]. Prioritization is how we create balance even withinside the face of chaos. It is the essential platform of work-life balance as it empowers your crew to take control, to talk up, to say "no" to matters that aren't



venture critical – which in the long run way fewer meetings, greater attention time, and maximum importantly, the liberty to take time off[3].

Based on the definitions, it concluded that a balance between work and personal life needs to be created to create a balance. The balance may include a balance of roles inside and outside of work, where the gap is minimal between roles in the organization and roles in personal life. A person will also find success in his personal life as well as in a satisfying work-life if the integration between time and role is implemented properly.

2. Strategies to build work-life balance

Strategies and recommendations are needed to increase the work-life balance for individuals and companies. Suggestions for promoting work-life balance programs include[13]:

- a. Review the human resource strategy to see whether it supports the company's mission.
- b. Through questionnaires or focus groups discussion to find out the opinion of employees about work-life balance.
- c. Harmony the work/life initiatives with HR strategy (eg employer of choice).
- d. Create a work/life reward program using non-cash incentives following the business objectives.

Other researchers,[14]stated that there are several recommendations to foster work-life balance, including:

- a. Overburden and extended working hours lead to an imbalance between work and life. An organization must enlarge the work-life balance so that work activities can be organized to avoid this imbalance.
- b. Organizations can organize workshops and seminars on time, management of stress and effectively work, and prioritize work activities for their employees. This effort will foster employee punctuality habits by avoiding time factor pressure.
- c. Develop a balanced plan between personal life and work for each employee's job position in the organization or company. This effort will lead to job satisfaction and increased employee productivity.
- d. Using technology to reduce communication gaps and save time.
- e. Increasing employee commitment to working hours to avoid work pressure and waste of time in work activities.
- f. There should be the provision for a healthy work environment in the organization for its employees to reflect positivity. A positive lifestyle helps to cope the situations better.
- g. Childcare facilities near the workplace are very helpful for employees in dealing with their children and reducing the stress experienced by parents.
- h. The provision of freelancers to create flexible working hours will be beneficial for employees to adjust their working time to manage more time with situations that demand different life roles.
- i. Provision of prohibited bringing the office's work to home or work via mobile during non-working hours. Set clear boundaries between personal and work life.



- j. Proper time management for personal life, family life, and professional life, as well as keeping a list of jobs that need to be completed.

Based on the recommendations for implementing a work-life balance from the experts, concluded that there are two perspectives to fostering a work-life balance. From an individual's perspective, one can apply several strategies such as commitment to working hours to avoid tardiness, proper time management for personal life, and setting clear boundaries between work and home. Meanwhile, from the perspective of the company or organization, it can implement award programs, organize seminars, design work-life balance plans, and prohibition bringing office work to home and others.

3. Benefits of work-life balance

The work-life balance certainly has benefits that have a positive effect. Fleetwood[15] suggests that work-life balance policies and practices have benefits for organizations, measured financially. These benefits are:

- a. Increased productivity
- b. Improved recruitment and retention
- c. Lower absenteeism
- d. Reduce overhead or over-costs
- e. Improved customer experience
- f. Employees feel motivated and satisfied

Based on the opinions of the experts, it concluded that the benefits of a work-life balance, referring to an individual perspective are that individuals can manage responsibilities effectively, work flexibly, and be part of a respected and trusted workplace. Meanwhile, the benefits of work-life balance from the company's perspective include increased company productivity, increased recruitment and retention, lower absenteeism, reduced overhead costs, improved customer experience, and a motivated and satisfied workforce. In conclusion, the implementation of work-life balance from the perspective of the individual and the company has a positive impact that can increase flexibility and productivity.

B. VIRTUAL MEETING

1. The definition of virtual meeting

To achieve the goals, an individual would have had a meeting. With various purposes, a meeting becomes a way to fulfill certain goals. Definition of a meeting is a meeting or assembly organized by a group of people who are members of an association, organization, or union to develop professionalism, increase human resources, foster cooperation between members and administrators, and disseminate the latest information, publications, and public relations.

In connection with the COVID-19 pandemic, meetings might not possible carried out directly. With the advanced video conferencing technology, meetings can be held online.[16] Haake et al states that distributed meetings (also called virtual meetings) point to situations where meeting participants from different locations and organizational units meet on the platform of a virtual



meeting. The aspects of meeting planning, coordination, and communication become more important in such a distributed setting.

The meeting process is one of the fundamental components of collaboration in a meeting. Because meetings are often interrelated with each other and other business activities within a company, then the meeting process needs to be viewed and supported as part of the business process that occurs within the project team's organization and social context. Audio/video channels should be easy to set up and use. Meeting participants should also find it easy to find a virtual meeting place and join their meeting section or go online at the right time to meet the organizers, which leads them to the appropriate meeting session.

Through face-to-face meetings, a person gains a profound effect when seeing objects and people through sight, sound, and touch. A person can read other people's body language through their bodies and gestures in a face-to-face meeting. However, in virtual meetings, everything is mediated by technology. People can have unlimited space that is available to them. One can be together anywhere at any time, from time to time. For example, people can meet for 10 minutes each day with co-workers on the other side of the world. Or, people can interact through multiple channels in combination and can also save, scale, and remix meetings more easily.

Based on the definition stated by the experts, it concluded that a virtual meeting is held online or virtually using a video conference platform with the help of technology. With virtual meetings, participants and presenters who are hindered by distance can meet in one virtual meeting room, with supporting devices such as cellphones, laptops, computers, and other supporting devices. Although virtual meetings are held online, they have systematic planning and coordination. Virtual meetings can be held anywhere and anytime from time to time.

2. Types of virtual meeting

Several types of virtual meetings, including:

- a. On-line presentation with little discussion, either for training or information briefing.
- b. Large face-to-face meetings with some virtual (either attendee or presenter) for reason that cannot attend in person.
- c. Large teleconference (best for providing status updates and sharing information).
- d. Small working groups (editing documents or presentations, or working together on some types that can be sent).
- e. Small discussion group (no need for visual aids).

There are several types of virtual meetings, namely teleconferencing, video conferencing, and web conferencing.

a. Teleconference

A teleconference is a virtual meeting, held between two or more participants at different locations using telecommunications equipment, such as telephone services, instant messaging applications, or dedicated conferencing networks. This method of communication is cost-effective and easy to communicate with a business or work colleagues. There are several types of



teleconference, including web teleconferencing, audio teleconferencing, audio graphic teleconferencing, and video calling. This means of communication allows participants to share slides or discuss business. Audio teleconferencing, for example, requires only a good telephone network or a dedicated conferencing network.

Through teleconference, a person can make calls directly from his cell phone and connect with many people at the same time. Through this teleconference, a person can record the conversation. If there need to share graphics, provide online training, or display motion pictures, then choose a video, computer, or audio graphic teleconferencing service. The main benefit of the teleconference is its simplicity, i.e. less technology involved in managing calls compared to other types of virtual meetings. The weakness of this media is that not possible to see other people's reactions and gestures.

b. Video conference

Companies use video conference platforms to interview candidates, provide online training, share information, and organize webinars. This allows individuals and teams in different locations to interact without the need to be in the same room. The prepared for a video conference is a computer with an internet connection, equipped with a webcam and speakers. Video conference devices, such as Skype and Zoom, are devices or applications to make a videoconferences.

c. Web conference

Web conference or web collaboration is very similar to video conference but does not necessarily involve video. Examples are Webcasts, webinars, virtual presentations, and online training. Participants can hold live meetings, share screens, and make voice or video calls over the web. Web conferences allow participants to communicate via voice and video, instant messaging, file sharing, text-based group discussions, and other features.

Web conferences, such as Blizz, TeamViewer, Zoom, or AnyMeeting are usually utilized for the web conference. The AnyMeeting app, for example, allows users to share MP4 files, slides, and PDF documents at a moment. Also, it can broadcast HD video, share screens, conduct surveys, and hold virtual meetings with up to 2,000 participants. The platform supports video and web conferences.

Web conferences and video conferences might look the same. A web conference is an online presentation or event. An example is an e-learning, lecturers who provide lecture materials through online presentations. Once participants click on the link, it will open a web browser or video conference app where they can view the web conference. Meanwhile, a video conference is a video call with two or more people. Everyone on the video conference can see and talk to each other. Unlike web conference, video conference is great if a manager, for example, wants to get input from his team on a business project. In essence, web conference tends to be less collaborative and one-way communication, while video conference is two-way (or more than two-way, if have many participants).



Based on the types of virtual meetings, it concluded that virtual meetings have different types depending on the purpose and aim of the meeting. The different types of virtual meetings make the meeting more focused and facilitate the delivery of information. Organizers and participants can have a better position themselves and adjust to the virtual meeting.

3. Elements of virtual meeting

There are 6 elements of a virtual meeting, namely:

a. Goal

Goals are important because they need to guide the meeting process. It might start by thinking about the type of meeting. For example, coordinating among stakeholders and expectations, solving problems, making decisions, planning, implementing, or reducing ambiguity (unclearness in understanding words). It is more likely to have a successful meeting when the purpose of the meeting is clear. The goal is closely coupled with the results of the meeting

b. Time

"Time," here, is not about the schedule of the meeting or how long it will be. But, it talks the time in a deeper sense, namely:

- a) How do your meeting participants experience time in travel in your meeting?
- b) Does part of the meeting feel like will go on forever

Both of these will help a person manage time better, set the rhythm of meetings, and manage people's energy. Timing can make meetings more effective by clearly marking the beginning, middle, and end. In this way, meetings can run well and give benefit from key memorable moments, such as solutions for client meetings.

c. Role

In social interactions, a person might take a role as a way for a person to feel having control and show the best performance. Some roles are based on job function, such as manager and individual contributor. Others roles are based on the situation, such as being an active participant in a particular meeting. Factors such as power dynamics, personality, and cultural background can influence community participation.

A way to overcome this challenge is to make these situational roles to be more explicit, clear, and desirable. When meeting organizers make roles explicit and desirable, it opens up a safe space for people to show and express themselves. This way can help create and position roles in meetings. In virtual meetings, organizers can create roles such as storyteller and collaborator, to help people break out of their closed selves.

d. Words

Words set the tone and energy at the start of the meeting. Participants' questions, hints, and conversations carry the tone and energy throughout the meeting. Words are important in inviting people to be more interactive. Also, words have an important role in preparing meeting objectives and topics, and as a means of conversation between participants and facilitators. When someone says, "Hello, how are you?" flat, toneless, it will feel dry. When someone greets you



with gestures, facial expressions, and energy, it could create a feeling of warmth on both sides. Its function changes from functional to symbolic to increase the self-confidence of participants.

e. Gesture

Gestures help people to express and understand each other better. The gesture expresses many meanings directly, while words need time (because they need to find the right words) so that meaning can be conveyed better". Gestures may use to facilitate one-on-one interaction and synchronize groups of people. In meetings, organizers or facilitators can use gestures to synchronize and direct people to work together.

f. Energy

People have limited energy on a particular day. People allocate this energy between individual and collaborative work (work that requires cooperation with others) all day. People switch between focus and collaboration modes. People need to adapt quickly to changing these modes. When their energy is drained, they need to freshen up in between meetings.

Based on the explanation, it concluded that there are six elements in virtual meetings. First, the goals or the objectives of the meeting according to the type of meeting to achieve more tangible goals. Second, the time affects the duration of the meeting by clearly marking the meeting as the beginning, middle, and end. Third, roles that make situational virtual meetings more explicit and desirable. Fourth, words are influential to set the tone and energy of the meeting. Fifth, gestures that help to express and understand each other. And, the energy affects ability and effort. Of the six elements in virtual meetings, each element has an important role.

C. ZOOM FATIGUE

1. Definition of zoom fatigue

The time spent attending meetings is a contributing factor to zoom fatigue. Spicer [9] argues: "But all this time that spent on video calls has had a problem." The problem is the emergence of fatigue felt by the users or participants as a result of the absence of interaction during online meetings or video conferences. Therefore, it shows that zoom has created a new form of psychological disorder, called zoom fatigue. Zoom Fatigue is Excessive quantities of close-up eye gaze, cognitive load, elevated selfevaluation from looking at video of oneself, and constraints on physical mobility[17]. Zoom Fatigue is an experience of fatigue in addition to bodily and emotional pressure that may be related to teleconferencing (mainly long teleconferences with minimum breaks)[18][2] Fauville et al explains that with today's technologies, generalizations arise. Many people use the word "Zoom" to call a video conference. It is almost the same as the word "Googling," referring to an online search. The term "Zoom Fatigue" is used to denote fatigue experienced during or after a video conference in a platform. The virtual distractions inflicting humans to reply to two times as many gadgets with 1/2 of our attention—a technique labeled 'semi-tasking'- that means getting two times as tons accomplished 1/2 of as well[19].



This platform is not only "zoom" but can also be other platforms because the brand name plays as a semantic label. Nadler[2], argues that zoom fatigue is not only caused by the activity of staring at screens and the complexity of long-distance interpersonal interactions in video conferences but also behaviors before the pandemic, completed by the complexity of interpersonal interactions due to the specific spatial dynamics that occur in a video conference. Nadler [20], stated that employees' working hours became longer due to more emails and virtual meetings during work from home. Companies usually use virtual meeting applications, such as zoom. The option to zoom meetings for a full day during work hours or even more than work hours can lead to "zoom fatigue".

Based on the definition stated by the experts, it concluded that zoom fatigue is not only caused by the Zoom virtual meeting platform but other platforms such as Blizz, Skype, Google Meet, Teamviewer, and others. Zoom fatigue is caused by excessive use of video conference platforms. Too many interactions that appear on the laptop/computer screen make someone stay active and spend extra energy and thoughts that cause employees to experience fatigue more quickly.

2. The factors of zoom fatigue

Zoom fatigue occurs because of the factors that lead to fatigue.[2]Fauville et al stated that there are 4 main reasons why video call leads to fatigue:

a. Close eye contact or prolonged gaze.

In a virtual meeting, staring at the screen, eye contact with each other, and changing facial features lead to zoom fatigue. Strassman[21], in a normal face-to-face meeting, participants spend very little time looking directly into each other's eyes, whereas, in a video conference, individuals usually stare more intensely at each other during the meeting.

b. Constantly self-mirroring on screen during video chat

The effects of self-mirroring have been studied for decades. It starts with the work of Duval and Wicklund[17] which showed that people are more likely to evaluate themselves when looking at a mirror image. While this can lead to more prosocial behavior, self-evaluation can be stressful.

c. Dramatic video chats reduce mobility

Cameras have a field of view, an area that they can see. Closer to the camera, the field of view is small, while far from the camera, the field of view is larger. This conical shape in the camera is called the frustum. On a Zoom call, people must remain in frustum to be seen by others. Also, since many Zoom calls are made via computers, people tend to be close to reaching the keyboard, which usually means their faces are between a meter or a half from the camera (assuming the camera is embedded in the laptop or the camera is up of the monitor). Even in situations where one is not attached to a keyboard, the cultural norm is to stay in the middle of the frustum of the camera view and keep a person's face large enough for others to see. Basically, the user is trapped in a very small physical cone, and most of the time is spent sitting and looking straight ahead.



d. Very High Cognitive load in video chat

In face-to-face interactions, nonverbal communication flows naturally, to the point where we rarely consciously pay attention to our gestures and other nonverbal cues. Kendon [17] states how concurrent nonverbal behavior is easy and very complex. On Zoom, nonverbal behavior is complex, but users have to work harder to send and receive signals.

Based on the explanation, it concluded that there are several factors of zoom fatigue according to Bailenson, which people feel fatigue in attending virtual meetings. They are prolonged eye contact and stares that make eye fatigue for virtual meeting users; Constantly self-mirroring on the screen as people will be busy evaluating themselves. And, dramatic video chats also reduced mobility and very high cognitive load.

3. Solutions to zoom fatigue

Zoom fatigue requires the appropriate solution and implementation to prevent zoom fatigue. Prevention and solutions depend on the problem of fatigue.[22] Peper et al stated that zoom fatigue can also be reduced when online teaching tools are used appropriately by involving active feedback responses via polls, chats, etc., and by asking specific participants to speak and provide feedback. With proper handling, zoom fatigue can be minimized.

[10] stated solutions to zoom fatigue, including:

- It is recommended to zoom out of the screen and exit the full screen option to reduce the size of the room screen display window in virtual meetings. This is enough to minimize the size of images and faces of other people as well as yourself in a virtual meeting room. Users are advised to use an external keyboard so that when typing or looking at the keyboard the face on the virtual space screen does not enlarge which is annoying and causes eye irritation.
- It is recommended to change the default view to an automatic "hide-self view" instead of showing it. Another way is, to hide it automatically after a few seconds they are sure the screen display is correct.
- Pay attention to the layout and space in a video conference. It needs to consider things such as the camera should not be too low or too high so that it helps distance and flexibility. For example, turning off the video so the user can still hear the meeting is a basic rule to give the body a short nonverbal break.
- Take a sound break. A break, in this context, is an "audio only" break. This provides room for the body to move. For a few minutes of rest, the body can rest and not be stiff as it needs to continue to the virtual meeting room screen.

Based on the opinions of the experts, it concluded that the solution to zoom fatigue is through appropriate handling according to the problems. Zoom fatigue can be overcome by zooming out of the screen, hiding the screen window, paying attention to the room where people are doing virtual meetings, and taking a few minutes of rest to move the body. Then, zoom fatigue can be overcome when we take precautions and overcome them according to the conditions experienced.



D. Relationship between work-life balance and zoom fatigue in a virtual meeting

Work-life balance is an important aspect to have a balanced and satisfying quality of life under the wishes of the individual. Companies and individuals need to implement a work-life balance to avoid zoom fatigue when attending virtual meetings. Tcholakov et al.[23] on 27 February 2020, a member of MWIA (Medical Women's International Association) of the Work-Life Balance Special Interest Group sponsored an International Webinar on Work-Life Balance. They explain that there are techniques to help in developing a positive work-life balance and prevent zoom fatigue during virtual conferences and events held during the COVID-19 pandemic.

The importance of work-life balance to prevent zoom fatigue is also supported by the opinions of experts. Maheu M., et al[23] stated that several things can reduce zoom fatigue and maintain focus, and increase high productivity with optimal work-life balance. Some recommendations to help reduce zoom fatigue are:

- Take breaks between and during each Zoom meeting.
- Avoid scheduling back-to-back Zoom meetings.
- Follow the 20-20-20 rule, which is to schedule 20-minute intervals to shift your gaze from the screen to an object 20 feet away for 20 seconds.
- Use the stop video feature to reduce anxiety related to self-awareness from video images.
- Avoid multitasking (e.g. email, phone calls) during Zoom meetings.
- Prioritize rest and maintain a healthy work-life balance

Based on the explanation, there is a relationship among work-life balance, zoom fatigue, and virtual meetings. Zoom fatigue during virtual meetings can be prevented through work-life balance. Prevention can be done by implementing a work-life balance such as doing proper time management between personal and work life, using technology to reduce communication gaps, and doing stress management such as gymnastics, yoga, and others.

Appropriate prevention from the company and individual interests in providing positive support affects personal and work life so that in attending virtual meetings people can minimize zoom fatigue.

III. RESEARCH METHOD

The study used a deductive method which is a general conclusion drawn from the theory. For the problems studied, the study used references or accurate and complete information from various sources. Meanwhile, the steps taken in solving the problem were to collect data, study and review library sources, and draw conclusions from the problems, then seek conclusions from references, books, or other related sources.

IV. FINDING AND DISCUSSION

FINDING

The study describes the important role and implementation of work-life balance to prevent zoom fatigue in participants in virtual meetings. Some of the important roles of work-life balance to prevent zoom fatigue in a virtual meeting are:



1. Can effectively manage various responsibilities during virtual meetings.
2. Lower absenteeism in attending virtual meetings.
3. Participants become motivated and enthusiastic in attending virtual meetings.
4. Attend virtual meetings flexibly.

The study also found the efforts to implement work-life balances to prevent zoom fatigue in participants in virtual meetings, namely reviewing human resource strategies of the work-life balances, creating work-life balance rewards programs using non-cash incentives following business goals, stress management, as well as drafting a balanced plan between personal life and work.

DISCUSSION

The discussion on the importance of work-life balance to prevent zoom fatigue in virtual meeting is explained as follows:

1. Can effectively manage various responsibilities during virtual meetings.

Another benefit of a work-life balance is being able to effectively manage various responsibilities during virtual meetings. People who are working from home will certainly find it easier to feel bored as they just stare at the computer screen. Thus, it can reduce the ability, enthusiasm, and performance during the meeting.

Implementing a balance affects the productivity of a person who will be more effective in performing his work responsibilities and triggers the achievement of attending virtual meetings safely without zoom fatigue. It is performed by conducting a self-evaluation of needs during virtual meetings and avoiding potential distractions such as social media that have nothing related to work during virtual meetings.

2. Lower absenteeism in attending virtual meetings

Microsoft employees who are satisfied with their work-life balance attend 25% fewer meetings and spend an average of 6 hours less per week, compared to employees who are not satisfied with their work-life balance [24]. Microsoft employees who are satisfied with their work-life balance have a 1.3 times higher number of focus hours than employees who are less satisfied with their work-life balance. Employees tend to manage their work and personal life, especially when attending virtual meetings, people tend to be late and lazy to attend virtual meetings and experience zoom fatigue more quickly. People who apply work-life balance by doing things such as playing games sufficiently before attending a meeting, cooking their favorite food, or doing other things will be more fresh and enthusiastic in attending a meeting. It affects to lower absenteeism at virtual meetings.

3. Participants become motivated and enthusiastic in attending virtual meetings.

Work-life balance can improve performance when attending virtual meetings at work or working from home. As a professional worker, for example, a person must meet the demands of the company and enjoy their personal life at the same time. Jobs that require people in virtual meetings to have high endurance and stamina to produce satisfying and motivating meetings to avoid zoom fatigue. To improve performance, employees can organize motivating workshops



and seminars. Self-reward can be uplifting and useful, such as buying cosmetics, dream clothes, or listening to positive podcasts.

4. Attend virtual meetings flexibly

The benefits of implementing a work-life balance in working from home are the participant attends virtual meetings flexibly. Flexible jobs can provide an opportunity that helps people to have more time for those around them and avoid zoom fatigue. Work-life balance will also trigger a sense of responsibility for their work because, usually, the implementation of virtual meetings is postponed or the meeting time is moved forward. But, people who have a balance work life will find it easier to manage time and be better prepared for sudden meetings. For example, dividing time by priority, refusing work that is not included in the job description, and avoiding attending unimportant meetings. Discussions on efforts to implement work-life balances to prevent zoom fatigue among participants in virtual meetings are explained as follows:

1. Reviewing the human resource strategy regarding work life balance

The Effort that can be made while working from home to implement a work-life balance is to review the human resource strategy to support the company's mission. Work-life balance is an important management strategy in ensuring employee performance to improve the performance of a company and be beneficial for the workforce and the company [13].

The review may be performed by realizing the needs of each individual in attending or holding virtual meetings to arrive at the desired balance, and understanding the needs following the company's conditions. For example, by providing vacations, refreshing events, workplaces equipped with facilities, and providing internet data packages for working from home.

2. Create a work life balance award program

It uses non-cash incentives following the business objectives rewards are an important factor in encouraging employees to continue to work well even though they are working from home. [13] Lockwood stated that the award is a company's willingness to put a good effort to motivate the achievement of company goals and efforts to prevent zoom fatigue. Rewards to employees while working from home are by providing non-cash incentives to improve the work-life balance of employees. This makes meetings and work more optimal even in from home and avoids zoom fatigue.

Another benefit of providing non-cash rewards and incentives is that they can provide a mental boost, so a person is motivated to have a better performance in meetings. Another example is through awarding of giving the best employee certificate or gifts of goods or vouchers for employees who have achieved their work targets.

3. Stress management

The Effort that can be made while working from home to implement a work-life balance is to counteract the emergence of stress from employees. This is useful for improving the quality of life to prevent short-term stress which might become chronic stress if left unchecked and to prevent zoom fatigue. Efforts of individuals and companies can be designed to implement work-life balance in this stress management. Through individual efforts, people can take responsibility



for their personal lives to reduce excessive stress levels when attending virtual meetings that trigger zoom fatigue[13]. For example, doing sports, yoga, or relaxing massage, implementing clean and healthy living behaviors, listening to music, getting enough rest, and visiting the body's nutritional needs. Meanwhile, the company can hold gymnastics/sports on certain days virtually, hold training, place the right employees according to their abilities, and avoid downsizing or increasing responsibilities without additional salary.

4. Develop a balanced plan between personal life and work

Basically, people can apply work-life balance because it is related to the positive psychology of each person who has used time and emotional management. People can make personal balance plans with work before or after attending virtual meetings. And, they must be more selective in planning to avoid zoom fatigue. Avoiding planning activities trigger zoom fatigue. The design of activities carried out before conducting the virtual meeting will make people more relaxed and can understand the material presented during the virtual meeting[14].

V. CONCLUSIONS AND SUGGESTIONS



CONCLUSIONS

Based on the discussion on the importance of work-life balance to prevent zoom fatigue in virtual meetings, it concluded that there are important roles and implementation of work-life balance in virtual meetings. They are:

1. Participants can manage various responsibilities during the virtual meeting.
2. Lower absenteeism.
3. Participants become motivated and satisfied in attending virtual meetings.
4. Participants can attend virtual meetings flexibly.

Efforts to implement a work life balance to prevent zoom fatigue on participants in virtual meetings are:

1. Reviewing the human resource strategy regarding work-life balance.
2. Create a work-life balance award program using non-cash incentives following the business objectives.
3. Avoid stress through stress management.
4. Develop a balanced plan between personal life and work life.

SUGGESTIONS

1. Employees and people who conduct virtual meetings are expected to understand and apply the work-life balance to get a useful life balance to avoid zoom fatigue.
2. Companies should review their human resource strategy regarding work-life balance and create a work-life balance reward program using non-cash incentives following the business objectives.

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