

Time Management Barriers Summary

Our research indicates that managers at all levels often struggle with 6 common “barriers” to effective time management. The list of barriers and their definitions are shown below:

Barrier	Definition	Impacts
Scheduling	Challenges with effectively scheduling our own time, based on realistic expectations of workload.	<ul style="list-style-type: none"> • Crisis management • Missed Deadlines
Managing Down	Issues related to identifying the strengths of our team members and delegating effectively.	<ul style="list-style-type: none"> • Overload and burnout • Team does not develop
Managing Up	Challenges with influencing our superiors to make them aware of scheduling conflicts and working with them to alleviate issues.	<ul style="list-style-type: none"> • Unreasonable expectations • Failure to deliver
Skill Gaps	Gaps in knowledge or skill that may have an impact on our ability to manage our time effectively.	<ul style="list-style-type: none"> • Inability to deliver on time • Poor quality
Focus on Priorities	Challenges with maintaining focus on priority items and allowing ourselves to become distracted.	<ul style="list-style-type: none"> • Missed deadlines • Crisis management
Decision Making	Challenges with making decisions in an efficient way that allows work to progress without delay.	<ul style="list-style-type: none"> • Progress slows (or stops) • Poor decisions