



BARRIERS TO EFFICIENT TIME MANAGEMENT

Inability to prioritize – If we are not familiar with the basic principles of prioritization, or do not have the necessary skills, or are not willing to prioritize, then any of these situations will act as a barrier to efficient time management. Prioritizing daily activities, short-term objectives, and long-term goals is central to efficient time management.

Inability to Say No – It is simply not possible to please everyone. Nor is it possible to please some people all the time. Therefore, the ability to say no to others if we want to say no, even if it may be somewhat displeasing, is an important practice in efficiently managing our time. This allows us to accomplish our goals and objectives and not become distracted.

Imbalance in Life – We may be neglecting or overindulging in some of our daily activities. We may be overactive physically while neglecting our mental enrichment. Or we may be socially very active but have low levels of physical activity. Or we may be completely “bankrupt” spiritually. Or we may be involved in too many mental activities, so that we become isolated socially. We need balance in life.

Too Many Improperly Planned Desires – The mind is a very powerful source of generating desires. There is nothing wrong with having desires per se, but if we do not have a proper plan to accomplish these desires, then they do more harm than good. We need to select a few key desires, make a plan to achieve them, and work at the plan.

Lack of Focus – If we are not focused on our goals, we will most often spend our time on misdirected activities. We need to think and decide what we want to achieve and then make focused efforts in order to optimize the use of our time.

Procrastination – The habit of delaying accomplishments of any task to the very last minute is an important barrier in efficient time management. Once we know what we need to do, we need to accomplish it as soon as possible.

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