

Six time-management blockers

hiding in plain sight...

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Six time-management blockers

There are six barriers that block [time-management](#) or add friction to the process... and they are hiding in plain sight!

These [time-management blockers](#) work like Russian nesting dolls, each including elements of the previous:

1. Time is invisible.
2. "Online information" is (practically) invisible.
3. The information needed to manage our time comes from *multiple* sources.
4. [Calendars](#) and [to-do lists](#) are NOT [planners](#).
5. Software confuses "DUE" and "TO DO."
6. Technology makes us [reactive](#), not [proactive](#).

Let's look at each of these barriers in a little more detail...



Source: Canva

These time-management blockers are like Russian nesting dolls; every new blocker is an extension of the previous one.

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Six time-management barriers

1. Time is invisible.

If you think about it, it is somewhat absurd to “manage” something we can't see or touch. Yet, this unique human ability lets us build and nurture relationships by planning and coordinating future activities.

We've mastered time-management by converting the rhythms of years, months, weeks, and hours into visible symbols like calendars and schedules.

But it is helpful to acknowledge that time, itself, is not visible.

New Information

section C



Source: Canva

Humans have made time visible through tools such as clocks and calendars.

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2. “Online information” is (practically) invisible.

We think we have “easy” access to the information we need to manage our time, such as: school events, homework assignments, test dates, sports schedules, etc.

We think this because “everything is online,” instantly accessible from any device.

But think about how often you pick up a device to look up something, only to get distracted and derailed from your original goal?

Plus, the layers of usernames, passwords, and authentication are an overwhelming deterrent.

The distractions and layers of logins make “online information” *practically* invisible!

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Source: Canva

All information needed to manage time may be available online, but is buried behind many: clicks, passwords, distractions, and more!

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3. Information comes from multiple sources.

Logging into the LMS (learning management system) is only the start. The information needed is spread out in different areas of the software: calendars, to-do lists, and assignment pages.

PLUS, most students must access more than one LMS, which means having to find multiple pages across multiple platforms!

PLUS, information comes from other sources, such as:

- Directly from teachers, in class.
- Communications via email and text from various contacts.
- Details about extracurricular activities, sports, part-time jobs, etc.
- Personal goals and life-management aspects.

Most of us grossly underestimate the vast quantity of information—sources required to effectively manage time!

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Source: Canva

The information needed to manage time (schedules, assignment details, due dates, etc.) is scattered across multiple digital platforms and in-person sources!

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4. Calendars and to-do lists are *not* planners!

In the years B.C. (Before Covid), most schools provided students with paper [planners](#), which included [monthly calendars](#) and weekly layouts for the school year.

These tools played a vital role in helping students track and plan their schedules and assignments! However, as Covid pushed schools to embrace technology, schools STOPPED providing paper planners.

“It’s all online,” they tell me.

But we’ve already covered the pitfalls in that argument!

And even if students could easily access their “online” calendars and to-do lists, they no longer have the tools to PLAN their time.

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Source: Canva

Schools claim everything is 'online,' but students now lack tools to effectively *plan* their time.

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5. Software confuses “DUE” and “TO DO.”

Even if you could EASILY get to information online,
...and it was all collected neatly in ONE place

...and you had the proper tools to PLAN your time,

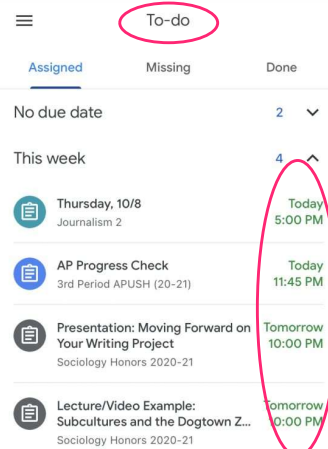
... most LMS software muddles “DUE dates” and the dates we should DO something! Typically, assignments are posted in “To Do Lists,” organized by DUE date.

Yet, most often, the date we should DO an assignment is before the assignment is DUE.

Is your head hurting yet?

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Source: rchsprowler.com

Many LMS software calls them “To-DO Lists”... while organizing assignments by their DUE date!

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6. Technology makes us reactive, not proactive.

The constant stream of notifications and reminders from our devices has conditioned us to react to them.

But managing time requires us to be proactive, pausing to: think forward, evaluate information, and coordinate it into our schedule.

These two mindsets are fundamentally opposed; we cannot proactively PLAN from a mental state of reacting.

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Source: Canva

Notifications and reminders from our mobile devices lull us into a *reactive* mindset... but we cannot *proactively* PLAN from this reactive state.

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A note about technology...

Technology should be embraced for all the ways it can enhance our lives!

So, it is important to note that these blockers are NOT *caused* by technology; they are caused by our *failure to see gaps in how we manage time*.

Now that we've made these gaps visible, we'll better understand how to optimize both digital and paper tools to manage our time.



Source: Canva

These obstacles are NOT caused by technology; they are caused by our failure to see gaps in the process of managing time.