



HOW TO LEARN TO MANAGE YOUR TIME?

Management in 20 minutes.

Adapted from: Harvard Business Review Press for Tecnológico de Monterrey.



How to manage your time?

Why is it important for you to learn how to manage your time?

Has it ever happened to you that you have too much to do and too little time ahead of you? We know that's frustrating and stressful, and it keeps you from reaching your goals. While it's true that there is no magic formula for adding more hours to your day, you can learn to manage your time (however limited it may be) in a more orderly and effective way.

"I always seem to feel like I don't have enough time to get things done."

Does this thought sound familiar?

If so, you're probably a very busy person: you have your daily tasks and your personal projects as well. You think you won't be able to get everything done, because there's too much to do and too little time. However, life doesn't have to be like that.

You can learn to prioritize, plan, optimize and adjust your schedule according to the goals you have (or have been) set. Organizational skills don't have to be in your DNA; they are a skill that can be learned and honed with time, practice and discipline.

To that end, this quick guide to organization will help you evaluate how you spend your time on a day-to-day basis, identify your key objectives to guide you to their fulfillment, make priority guidelines, and overcome the obstacles that prevent you from doing what you should be doing.

Once you master some of these strategies, you will be able to manage your time consciously and you will discover that you can get much more out of it. Ready to get started? Remember that on the TQueremos Site, we have [occupational dimension](#) resources that can help you with this particular point.

How to start managing your time right now?



1

Start by evaluating yourself!

I'm sure you think you know what kind of tasks you do every day and how much time you spend on each one. But perceptions don't always match reality, so you may overestimate or underestimate it, at least in part.

That is why it is essential that you take note of everything you do. For for a week or two, keep track of your tasks and the time you spend on them. you invest in them. From this, you will be able to become aware of how you spend your time and how you spend your time and make a useful control plan for you.

The more aware you are of your habits, the more information you will have to make plans or decisions for the future.

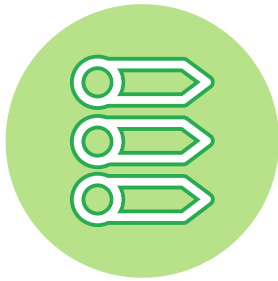


2

Define your objectives

Before you start tracking your activities, identify the reason why you are doing this exercise. What is your goal? What is driving you to try to improve your time management?

This question may seem too simple to spend time on, but it is vitally important, because the answer you give will determine your effort and will also serve as an indicator of your success. If you know where you are going, it is much easier to figure out how to get there.



3

Make a classification of your obligations

Your follow-up plan should be as simple and manageable as possible. To do this, the first thing to do is to classify your tasks into different types of activities (school, personal projects, among others).

As you sort through your tasks, think carefully about what a typical workday looks like for you. work day is like for you. In doing so, you may want to substitute some of the activities activities described by others that are more specific to your work.

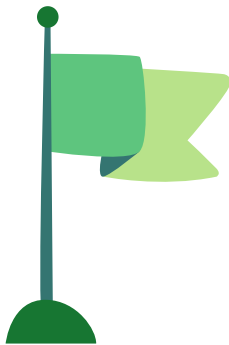


4

Prioritize your activities

First, prioritize (not by the amount of time you spend on them, but by importance) the activities in your follow-up plan

Start writing them down in a table under the following guidelines: The most relevant at the top and the least relevant at the bottom. This way you will have an order of priority to follow when working.



5

Reorganize the time for each activity.

Determine how much you can spend on each one, just as you have done with the priorities. Start with the activity above and assign periods to each one.

Keep in mind that you don't have unlimited time: if you add hours to one activity, you will have to take hours away from others. If you don't have a lot of margins you will only be able to make small adjustments to your schedule, but it will still be a great help.

Control method.

Control your time step by step.

Once you have classified your tasks into categories, you can create a time tracking tool. Whether you intend to track a single activity or many at once, it is essential to be as strict and applied as possible.



First of all, write down all the hours you count and what you do with precise and detailed data.

On the first day of your week, create a table with the days of the week in the rows and the activities in the columns.

When you finish a task, write down the time you spent on it.

At the end of the day, set aside five to ten minutes to tally the total time spent on each task. Do the same at the end of the week.

The next step is to calculate the percentage of time spent on each activity during the week.

You can place your results in a graph to see, at a glance, which activities take up most of your time and prioritize better.

In case you need more support, remember that you can always go to the [Emotional Counseling area of your campus](#), contact your Peer Mentors and tutors. Also remember that you can call the national hotline TQueremos 800 813 9500, which is available 24 hours a day, 365 days a year.

<https://tqueremos.tec.mx/en/contact>

Keep reading and learning!

Scan this code and find additional resources on the TQueremos site.

