

STUDY MODULE DESCRIPTION FORM		
Name of the module/subject Time Management		Code 1010101271011107685
Field of study Environmental Engineering First-cycle Studies	Profile of study (general academic, practical) (brak)	Year /Semester 4 / 7
Elective path/specialty -	Subject offered in: Polish	Course (compulsory, elective) elective
Cycle of study: First-cycle studies	Form of study (full-time, part-time) full-time	
No. of hours Lecture: 30 Classes: - Laboratory: - Project/seminars: -		No. of credits 2
Status of the course in the study program (Basic, major, other) (brak)		(university-wide, from another field) (brak)
Education areas and fields of science and art technical sciences		ECTS distribution (number and %) 2 100%
Responsible for subject / lecturer: dr inż. Rafał Mierzwiak email: rafal.mierzwiak@put.poznan.pl tel. +48691504270 Faculty of Engineering Management 11 Strzelecka Str. 60-965 Poznań, Poland		
Prerequisites in terms of knowledge, skills and social competencies:		
1	Knowledge	Basic knowledge concerning humanistic disciplines
2	Skills	Basic skills concerning analysis and searching for information to use in professional practice
3	Social competencies	Considering the meaning of organising self work as a component of successful functioning in work and social environments
Assumptions and objectives of the course: The purpose of the subject is acquiring knowledge and skills by the participants concerning proper organising the tasks in time. In a result, the students will gain an ability to create their own effective system of tasks? organisation in the contexts of professional and extraprofessional work. Classes will be held in the following forms i.e. discussion panels and case studies including elements of a managerial training.		
Study outcomes and reference to the educational results for a field of study		
Knowledge: 1. Has knowledge necessary to understand social, economic, legal and other non-technical conditions of engineering activity and their use in engineering practice - [T2A_W08] 2. Knows the general rules for creating and developing forms of individual entrepreneurship; uses knowledge from branches of science and scientific disciplines adequately to studied faculties - [T2A_W11:]		
Skills: 1. Can do a preliminary economic analysis for undertaken engineering activities - [T2A_U14]		
Social competencies: 1. Is aware of and understands the importance of non-technical aspects and results of an engineering activity including its influence on environment and the responsibility for undertaken decisions - [T2A_K02] 2. Can cooperate and work in a team adopting various roles - [T2A_K03] 3. Can think and act in a creative and enterprising way - [T2A_K06]		
Assessment methods of study outcomes		
-Final essay on a given subject -Assessment of a student?s participation in classes		

Course description		
?Characteristics of contemporary conditions in time management ?Elements of praxeology in organisation of tasks ?Contemporary concepts in time management ?Time management system GTD ?Time management system based on a concept of 7 habits of a highly effective activity ?Time management system according to Julia Morgenstern ? Creative thinking techniques in time management ? IT support in time management		
Basic bibliography: 1. David Allen: Sztuka efektywności. Skuteczna realizacja zadań. Helion, 2006 2. Covey S.: Siedem nawyków skutecznego działania		
Additional bibliography: 1. Morgenstern J.: Jak być doskonale zorganizowanym 2. David Allen: Gotowi na wszystko. 52 zasady efektywności w pracy i życiu. Onepress, 2008 3. Skrypt z prakseologii: http://www.broneks.net/wp-content/uploads/2008/12/00_spis_tresci_wstep.pdf		
Result of average student's workload		
Activity	Time (working hours)	
Student's workload		
Source of workload	hours	ECTS
Total workload	50	2
Contact hours	35	1
Practical activities	35	1