



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time management

		<b>Course</b>
Field of study		Year/Semester
Mechanical engineering		2019/2020
Area of study (specialization)		Profile of study
		general academic
Level of study		Course offered in
Second-cycle studies		Polish
Form of study		Requirements
full-time		

		<b>Number of hours</b>
Lecture	Laboratory classes	Other (e.g. online)
15		
Tutorials	Projects/seminars	

### Number of credit points

1

		<b>Lecturers</b>
Responsible for the course/lecturer:		Responsible for the course/lecturer:
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Wydział Inżynierii Zarządzania		Wydział Inżynierii Zarządzania

<b>Prerequisites</b>
Basic knowledge of humanities
Basic skills in the analysis and search for information for the purposes of professional practice
The student recognizes the importance of the organization of own work as a component of effective functioning in a professional and social environment

### Course objective

The aim of the course is for participants to acquire knowledge and skills in the proper organization of tasks in time. As a result of its implementation, students will acquire the ability to create their own effective and efficient system of task organization in the context of professional and non-professional work.



### Course-related learning outcomes

#### Knowledge

The student has the knowledge necessary to understand the social, economic, legal and other non-technical conditions of engineering activities and their inclusion in engineering practice

#### Skills

The student is able to make a preliminary social analysis of undertaken engineering activities

#### Social competences

The student is aware of the importance and understands the non-technical aspects and effects of engineering activities, including its impact on the environment, and the associated responsibility for decisions

The student is able to think and act in a creative and entrepreneurial way

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Written final test or essay

Assessment of activity and participation in class or activity during remote work

### Programme content

Characteristics of contemporary time management conditions

Elements of praxeology in task organization

Contemporary concepts of time management

GTD time management system

Time management system based on the concept of 7 habits of effective action

Agile methodologies: Agile Results

Kaizen philosophy, rule 20/80

Conditioning and social expectations and time management systems

### Teaching methods

Classes will be conducted in the form of: conversational and problem-oriented using elements of managerial training. Classes can also be conducted and supported through the Moodle platform

### Bibliography

#### Basic

David Allen: Sztuka efektywności. Skuteczna realizacja zadań. Helion, 2006



7 nawyków skutecznego działania. Covey S. R., Dom Wydawniczy Rebis 2003

Additional

David Allen: Gotowi na wszystko.52 zasady efektywności w pracy i życiu. Onepress, 2008.

Kotarbiński, T. : Traktat o dobrej robocie. Zakład narodowy im. Ossolińskich, 1977.

Kotarbiński, T.:Sprawność i błąd: z myślą o dobrej robocie nauczyciela. Państwowe zakłady wydawnictw szkolnych, 1970.

Meier, J. D.: Getting results the agile way: a personal results system for work and life. Innovation Playhouse LLC, 2010.

Imai, M.: Kaizen klucz do konkurencyjnego sukcesu Japonii. Wydawnictwo MT Biznes, 2007.

Imai, M.:Gemba kaizen: zdroworozsądkowe, niskokosztowe podejście do zarządzania, Wydawnictwo MT Biznes, 2006

Robert, M.: Filozofia Kaizen. Jak mały krok może zmienić Twoje życie, 2004

Morgenstern J.: Jak być doskonale zorganizowanym, Wydawnictwo Amber, 1999

**Breakdown of average student's workload**

	Hours	ECTS
Total workload	25	1,0
Classes requiring direct contact with the teacher	15	0,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) <sup>1</sup>	10	0,5

<sup>1</sup> delete or add other activities as appropriate