



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time management [N1Trans1>ZCz]

### Course

Field of study

Transport

Year/Semester

1/2

Area of study (specialization)

–

Profile of study

general academic

Level of study

first-cycle

Course offered in

Polish

Form of study

part-time

Requirements

elective

### Number of hours

Lecture

0

Laboratory classes

0

Other

0

Tutorials

9

Projects/seminars

0

### Number of credit points

1,00

### Coordinators

dr inż. Rafał Mierzwiak

rafal.mierzwiak@put.poznan.pl

### Lecturers

### Prerequisites

Knowledge: Basic knowledge of the humanities Skills: Basic skills in the field of analysis and searching for information for the use of professional practice Social competences: Notices the importance of own work organization as a component of effective functioning in the professional and social environment

### Course objective

The aim of the course is for the 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 organizing tasks in the context of professional and non-professional work. Classes will be conducted in the form of: conversational and problem-based, using elements of managerial training.

### Course-related learning outcomes

Knowledge:

The student has basic knowledge of managing and running a business and knows the general principles of creating and developing forms of individual entrepreneurship

Skills:

The student is able to organize, cooperate and work in a group, assuming various roles in it, and is able to properly define priorities for the implementation of a task set by himself or others

Social competences:

The student can think and act in an entrepreneurial way, incl. finding commercial applications for the created system, taking into account not only business benefits, but also social benefits of the conducted activity

### Methods for verifying learning outcomes and assessment criteria

Learning outcomes presented above are verified as follows:

Learning outcomes presented above are verified as follows:

Final test

Assessment of student activity during classes

### Programme content

Characteristics of contemporary conditions of time management

Elements of praxeology in the organization of tasks

Contemporary concepts of time management

GTD time management system

A time management system based on the concept of the 7 habits of effective operation

Time management system according to Julia Morgenstern

Techniques of creative thinking in time management

IT support for time management

### Course topics

Introduction

- o Introduction to the course topics

- o Overview of the course objectives and benefits of participation

Characteristics of contemporary determinants of time management

2 Contemporary determinants of time management

- o Technology and its impact on time management

- o Organisational culture and its importance

- o Work flexibility and remote working

- o Challenges of globalisation

- o Stress and information overload

3 Discussion: What determinants affect time management in modern organisations?

- o Exchange of experiences and observations of participants

- o Identification of common challenges

Elements of praxeology in task organisation

4 Praxeology in time management

- o Introduction to praxeology

- o Activity analysis as key to efficiency

- o Examples of application of praxeology in daily work

Contemporary concepts and methods of time management

5 Modern concepts of time management

- o GTD (Getting Things Done) methodology

- o Pomodoro Method

- o Energy management techniques

Activity planning and scheduling methods

6 Planning and scheduling of activities

- o Planning tools (e.g. calendars, task management applications)

- o Techniques for creating effective schedules

- o Examples of good practice

Network thinking methodology in project planning

7 Network thinking in project management

- o Introduction to network thinking

- o Application of network thinking in project planning

Selected forecasting problems

8 Forecasting problems in time management

- o Common forecasting problems and errors

- o Techniques to improve forecasting accuracy

Goal management

9 Goal management

- o Techniques for setting and managing objectives (SMART, OKR)

- o The importance of clear goals in time management

Kaizen philosophy

10 Kaizen philosophy in time management

- o Introduction to the Kaizen philosophy

- o Principles of continuous improvement

Summary and conclusion

11 Class summary and conclusions

- o Discussion of key points

- o Exchange of reflections and experiences of the participants

- o Answers to questions

## Teaching methods

Lecture with a multimedia presentation, online classes on the zoom.us platform

## Bibliography

Basic

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

2. Covey S.: Siedem nawyków skutecznego działania ( wydanie najnowsze)

Additional

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

2. Skrypt z prakseologii:

[http://www.broneks.net/wpcontent/uploads/2008/12/00\\_spis\\_tresci\\_wstep.pdf](http://www.broneks.net/wpcontent/uploads/2008/12/00_spis_tresci_wstep.pdf)

## Breakdown of average student's workload

	Hours	ECTS
Total workload	24	1,00
Classes requiring direct contact with the teacher	9	0,50
Student's own work (literature studies, preparation for laboratory classes/ tutorials, preparation for tests/exam, project preparation)	15	0,50