

Міністерство освіти та науки України
Харківський національний економічний університет імені С. Кузнеця

“ЗАТВЕРДЖУЮ”



Заступник керівника
(проректор з науково-педагогічної роботи)

М.В. Афанасьєв

Тайм-менеджмент

Робоча програма навчальної дисципліни

Галузь знань	Усі
Спеціальність	Усі
Освітній рівень	перший (бакалаврський)
Освітня програма	Усі

Вид дисципліни	вибіркова
Мова викладання, навчання та оцінювання	англійська

Завідувач кафедри менеджменту,
логістики та економіки

О.М. Ястремська

Харків
ХНЕУ ім. С. Кузнеця
2018

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
SIMON KUZNETS KHARKIV NATIONAL UNIVERSITY OF ECONOMICS

APPROVED:
Vice-rector of scientific and educational work

_____M.V. Afanasiyev

Time-management

Syllabus

Branch of knowledge **All**
Speciality **All**
Educational level **first (bachelor)**
Educational program **All**

Course type **Elective**
Language of teaching, learning and assessment **English**

Head of management, logistics
and economics department

O.M. Yastremska

Kharkiv
KhNUE
2018

APPROVED

at the meeting of Management, Logistics
and Economics Department
Protocol № 1 dated 27.08.2018.

Developer:

Zaslavska K., PhD, Associate Professor of Management, Logistics
and Economics Department

Updates and re-approvals of syllabus

Academic year	Date of the department's meeting	Protocol №	Head of Department signature

1. Introduction

Abstract. The academic discipline "Time-management" will be useful to future managers, economists, financiers, those who are planning to upgrade personal efficiency and get time management skills.

The main advantages of discipline are practical orientation and formation of skills of effective use of time to increase personal effectiveness. When teaching discipline, situational tasks, cases, training exercises, business games, presentations, etc. are actively used.

The study of this discipline enables the student:

- to mastering technology of effective use of time;
- to apply time management techniques and tools to enhance personal efficiency;
- to organize time planning processes at the personal and corporate level;
- to set goals, prioritize processes between the processes taking into account the time factor and allocate tasks between performers and in time.

The purpose and main objectives of the course:

The purpose of this discipline is to create a system of basic knowledge, skills and practical skills for using tools to optimize time expenditures for effective achievement of goals and increase personal and professional efficiency.

To achieve the goal, the following **main tasks** are set:

- familiarization with the main categories of time;
- acquisition of theoretical knowledge and practical skills in relation to the distribution and use of time resources;
- application in practice of knowledge of time management tools;
- formation of goals setting and prioritization;
- assimilation of the basis of delegation of authority as an instrument of effective time management.

The competency:

Studying discipline provides students with the ability to apply time management tools to effectively organize the business processes.

Year	3	
Semester	5	
ECTS credits	5	
Class work	lectures	32
	workshops	32
Independent work		86
Final control	credit	

2. Competences and learning outcomes:

Competences	Learning outcomes
Ability to use tools to optimize time expenditures for effective achievement of goals and increase personal and professional efficiency.	The ability to structure the individual time fund and time fund of an organization or subdivision
	Be able to identify internal and external time barriers and use the leveling tools of the abductors of time
	Ability to formulate goals, values and their details, to determine the priority of the tasks
	Skills for selecting and applying time management methods and tools to enhance personal effectiveness, including software products.
	Knowledge and ability of effective delegation of authority in organizations.

3. Syllabus

Content module 1. Time management tools

Topic 1. The concept of time and its types.

The concept of time. Types of time. Internal concepts of time. Historical development of time management. Individual time fund. Timeframe of the organization and its structure.

Topic 2. Internal and external obstacles or "abductors of time"

The basic law of time as a strategic resource. Competence of the manager in time. The competence of the organization in time.

Internal and external time abductors. Classification of time expenditures. Ways to combat internal and external obstacles.

Goals and Values. Defining their priorities. Smart goals. Formulating goals for short, medium, and long-term periods. Target-tool analysis.

Topic 3. Inventory and time analysis

The structure of the working day. Accounting and analysis of time expenditures. Time inventory tools. Time planning.

Biological activity. Productivity and readiness for work. Working style

Theme 4. Effective methods and tools of time management

The effectiveness of time management. Methods and tools of time management.

Eisenhower matrix. ABC analysis. Principle of Pareto. Kaizen system. Gantt chart. "To Do" form. Franklin's system.

Time management tools. Choosing the optimal time management system.

Topic 5. Delegation of powers as an effective time management tool

Principles of delegation. Rules for effective delegation. Restrictions on the delegation of authority. Control of performers. Effective holding of meetings. Communicative competence. Preparation and control of delegation tasks.

4. Evaluation procedure of training results

The evaluation system takes into account the types of students' activities, which according to the curriculum include lectures and workshops as well as independent work. Evaluation procedure of the students' competencies is carried out on using a 100-point accumulation system. According to S. Kuznets HNUe Temporary Regulations "About the Evaluation Procedure of Training Results of Students according to the Accumulative Rating System", evaluation procedure include:

current semester control is carried out during lectures and workshops according to the curriculum schedule. It's estimated by amount of points received (maximum – 100 points, minimum amount for passing – 60 points).

The evaluation procedure of training results is carried out according to such criteria:

understanding, assimilation level of the theory and methodology of problems, actual material of the discipline; familiarization level on the recommended literature, as well as the modern literature on the actual issues; the ability to combine theory with practice in simulated production situations, in decision-making situations, during solving tasks process, performing calculations for individual tasks and workshops submitted for consideration in an audience; logic, structure, style of presentation of written works and speeches, ability to substantiate their own position, to generalize information and to draw conclusions; the arithmetic correctness of the individual and complex task; the ability to conduct a critical and independent assessment of problem issues; the ability to explain alternatives and defend their own position, their own point of view on problem issues.

General criteria for evaluation procedure for independent work: the depth and strength of knowledge, the ability to systematize knowledge on specific topics, the ability to make informed conclusions, the understanding of the categorical apparatus, the ability to use skills and techniques to perform practical tasks, the ability to find the necessary information, to systematize it and make processing procedure, self-realization at workshops.

Final control carried out on the basis of current semester control.

A student is certified if the sum of the points earned on the results of the final / semester control is equal to or exceeds 60. The result in points is entered in the "Transcript of Records" for the academic discipline.

Points for week

(specify evaluation procedure according to the technological card)

Topics		Lectures	Workshops	Presentations	Tasks by topics	Trainings	Express-test	Written test	Total
Topic 1	1 week	1	1						2
	2 week	1	1						2
	3 week	1	1	5			3		10
Topic 2	4 week	1	1						2
	5 week	1	1			5			7
	6 week	1	1		3				5

Topic 3	7 week	1	1	5				7	
	8 week	1	1				10	12	
	9 week	1	1		2			4	
Topic 4	10 week	1	1	5				7	
	11 week	1	1			3		5	
	12 week	1	1			5		7	
	13 week	1	1					2	
Topic 5	14 week	1	1	5	2			9	
	15 week	1	1			5		7	
	16 week	1	1				10	12	
Total		16	16	20	7	15	6	20	100

5. Literature

Basic

1. Архангельский Г. Корпоративный тайм-менеджмент: Энциклопедия решений / Г. А. Архангельский. – М. : Альпина Бизнес Букс, 2008. – 160 с.
2. Архангельский Г. Тайм-драйв: как успевать жить и работать. / Г. Архангельский. – М. : Манн, Иванов и Фербер, 2009. – 218 с.
3. Васильченко Ю. Л. Самоучитель по тайм-менеджменту / Ю. Л. Васильченко, З. В. Таранченко, М. Н. Черныш. – СПб. : Питер, 2007. – 286 с.
4. Калинин С. Тайм – менеджмент. Практикум по управлению временем / С. Калинин. – СПб. : Речь, 2006. – 371 с.
5. Кови С. Семь навыков высокоэффективных людей. / Стивен Кови. – Л. : Свит, 2001. – 452 с.
6. Мак-Кормак М. Достижение результатов дня "чайников": Пер. с англ. / М. Мак-Кормак. – М. : Издательский дом "Вильямс", 2005. – 224 с.
7. Трейси Б. Результативный тайм-менеджмент: Эффективная методика управления собственным временем / Б. Трейси. – М. : Смартбук, 2007. – 79 с.

Additional

14. Азарова О. Тайм-менеджмент за 30 минут / О. Азарова. – Ростов н/Д : Феникс, 2007. – 160 с.
15. Диттмер Р. Э. 151 быстрая идея. Как управлять своим временем / Пер. с англ. — СПб. : Издательство «ДИЛЯ», 2007. – 224 с.
16. Дункан Т. М. 8 ловушек времени. Как вырваться из порочного круга постоянно увеличивающейся загрузки на работе / Тодд М. Дункан; [пер. с англ.]. – М. : Эксмо, 2008. – 224 с.
17. Кюстенмахер В. Упростите свою жизнь. Мастер-класс по организации рабочего дня / Пер. с нем. – СПб. : Издательство «ДИЛЯ», 2006. – 126 с.
18. Моргенстерн Д. Технология эффективной работы. 9 ключевых навыков самоорганизации. / Д. Моргенстерн. – М. : Добрая книга, 2008. – 336 с.

Internet resources

19. Управление временем: управление, организация, планирование и учет времени, тайм менеджмент (time management). – Режим доступа: <http://upravlenievremenem.ru>.
20. Школа тайм-менеджмента Алексея Капусты. – Режим доступа:

<http://www.60minut.info/>.

21. Ефективні прийоми тайм-менеджменту. –Режим доступу:
<http://www.timesaver.ru>.

22. Тайм-менеджмент та мотивація себе та інших. – Режим доступу:
<http://www.superidea.ru/intel/timm.htm>.

23. Саморозвиток та прагнення до кращого життя – Режим доступу:
<http://selfhacker.ru/>.

24. Сайт з різних аспектів менеджменту. – Режим доступу:
<http://www.management.com.ua>.

25. Безплатні стратегії та тактики тайм-менеджменту. – Режим доступу:
<http://www.timemanagement.com>.

26. Прогресивний менеджмент. – Режим доступу: <http://www.progressive-management.com.ua/glossary-management/139-time-management-upravlenie-vremenem>.

27. Сайт з розвитку особистих якостей для кар'єри. – Режим доступу:
<http://www.mindtools.com/>.

28. Гід з тайм-менеджменту. – Режим доступу: <http://www.time-management-guide.com>.