



Syllabus of the educational discipline «Time-Management»

Specialty	<i>All</i>
Educational program	<i>All</i>
Level of education	<i>Time Management</i>
Discipline status	<i>Selective</i>
Teaching language	<i>English</i>
Course / semester	<i>3 course, 1 semester</i>
Number of credits ECTS	<i>5</i>
Distribution by types of trainings and hours of study	<i>Lectures – 32 hours.</i>
	<i>Practical studies (seminars) – 32 hours.</i>
	<i>Independent training – 86 hours.</i>
Form of final assessment	<i>Pass</i>
Department	<i>Management, logistics and innovation +380577020265</i>
Teacher (-s)	<i>Kateryna Zaslavska, PhD, Associate Pprofessor of Management, logistics and innovation Department</i>
Teacher's contacts	<i>Kateryna.zaslavska@hneu.net</i>
Days of the classes	<i>Wednesday, 1-3 lessons</i>
Consultations	<i>Remote consultations, by initiative of students</i>

The purpose of the 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.

Prerequisites for learning

Перелік попередньо прослуханих дисциплін / Знання, вміння, навички, якими повинен володіти здобувач, щоб приступити до вивчення дисципліни

Content of the educational discipline

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 "time wasters"

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. Planning time. 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. Pareto Principle. 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.

Material and technical support (software) of the discipline

(за необхідності)

**Course page on the Moodle platform
(personal training system)**

<https://pns.hneu.edu.ua/course/view.php?id=6978>

Recommended literature

Basic

1. Аллен Д. Как привести дела в порядок. Искусство продуктивности без стресса. / Д. Аллен. – М. : Вильямс, 2007. – 368 с.
2. Архангельский Г. Корпоративный тайм-менеджмент: Энциклопедия решений / Г. А. Архангельский. – М. : Альпина Бизнес Букс, 2008. – 160 с.
3. Архангельский Г. Тайм-драйв: как успевать жить и работать. / Г. Архангельский. – М. : Манн, Иванов и Фербер, 2009. – 218 с.
4. Васильченко Ю. Л. Самоучитель по тайм-менеджменту / Ю. Л. Васильченко, З. В. Таранченко, М. Н. Черныш. – СПб. : Питер, 2007. – 286 с.
5. Gawande A. The Checklist Manifesto: How To Get Things Right, New York, Metropolitan Books, 2011. – 240 p.
6. Ейкен Дж. В. Возможно все / Дж.Ейкен. – Книжковий клуб "Клуб Сімейного Дозвілля", 2016. – 352 с.
7. Калинин С. Тайм – менеджмент. Практикум по управлению временем / С. Калинин. – СПб. : Речь, 2006. – 371 с.
8. Кови С. Семь навыков высокоэффективных людей. / С. Кови. – Л. : Свит, 2010. – 452 с.
9. Мак-Кормак М. Достижение результатов дня "чайников": Пер. с англ. / М. Мак-Кормак. – М. : Издательский дом "Вильямс", 2015. – 224 с.
10. Прентис С. Интегрированный тайм-менеджмент / С. Прентис. Пер с англ. – М. : Хорошая книга, 2007. – 288 с.
11. Tracy В. Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time, Berrett-Koehler Publishers, 2016. – 144p.
12. Трейси Б. Результативный тайм-менеджмент: Эффективная методика управления собственным временем / Б. Трейси. – М. : Смартбук, 2007. – 79 с.
13. Фьоре Н. Легкий способ перестать откладывать дела на потом / Н. Фьоре. – М. : Манн, Иванов и Фабер, 2019. – 288 с.

Internet resources

14. Do more with your time, accessed at: <https://quickboost.com/essential-time-management-strategies>
15. Саморозвиток та прагнення до кращого життя – Режим доступу: <http://selfhacker.ru/>.
16. Сайт з різних аспектів менеджменту. – Режим доступу: <http://www.management.com.ua>.
17. Безплатні стратегії та тактики тайм-менеджменту. – Режим доступу: <http://www.timemanagement.com>.
18. Прогресивний менеджмент. – Режим доступу: <http://www.progressive-management.com.ua/glossary-management/139-time-management-upravlenie-vremenem>.
19. Сайт з розвитку особистих якостей для кар'єри. – Режим доступу: <http://www.mindtools.com/>.
20. Гід з тайм-менеджменту. – Режим доступу: <http://www.time-management-guide.com/>.

Assessment system of learning outcomes

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 Simon Kuznets Kharkiv National University of Economics Temporary Regulations "About the Evaluation Procedure of Training Results of Students according to the Accumulative Rating System", the evaluation procedure includes 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 – 60 points).

More detailed information on assessment is given in the technological card of the discipline.

Accumulation of rating points in the discipline

Types of training	Max points
Lectures	16
Workshops	16
Presentations	20
Tasks by topics	7
Training	15
Express test	6
Written test	20
Max points	100

Transference of Simon Kuznets KHNUE Characteristics of Students' Progress into the System of the ECTS Scale

Total score on a 100-point scale	ECTS assessment scale	Assessment on the national scale	
		for exam, differentiated test, course project (work), practice, training	for pass
90 – 100	A	excellent	pass
82 – 89	B	good	
74 – 81	C	satisfactory	
64 – 73	D		
60 – 63	E	unsatisfactory	not pass
35 – 59	FX		
1 – 34	F		

Discipline policies

The policy of academic integrity is in line with established norms of Code of Academic Integrity of Simon Kuznets Kharkiv National University of Economics.

The policy on skipping classes provides individual survey on the material lecture or on the completed task of practical training and assessment according to the work plan of the discipline in the period of time set in accordance with consultation schedule.

The policy on performance of tasks later than the established terms provides individual survey on the completed task and evaluation in accordance with the work plan of discipline in the period of time set in accordance with the schedule of consultations.

More detailed information about competencies, learning outcomes, teaching methods, assessment forms, independent training is given in the Syllabus (working plan)of the educational discipline.