

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



"APPROVED"

Vice-Rector for Educational and Methodical
Work

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Time-Management
Syllabus of the academic discipline

Field of knowledge **all**
Speciality **all**
Educational cycle **first (bachelor)**
Educational program **all**

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

Head of Entrepreneurship
and Hotel& Restaurant business Department

Maryna SALUN

Kharkiv
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APPROVED

at the meeting of the Entrepreneurship and Hotel& Restaurant business Department
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Developer:

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Updates and re-approvals of syllabus

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

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.

Characteristics of the discipline

Year	3
Semester	5
ECTS credits	5
Final control	credit

Structural-logical scheme of the discipline

Prerequisites	Postrequisites
Microeconomics	Management
Macroeconomics	Marketing

Competences and results of discipline studying

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.

Syllabus of the academic 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 "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. 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. 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.

The list of workshops (seminars), as well as questions and tasks for independent work is given in the table "Rating-plan of the discipline".

Teaching and learning methods

Teaching the discipline involves the use of such teaching methods as Explanatory-illustrative method, Problem statement method, Heuristic method and modern educational technologies, such as Lectures of a problematic nature (Theme 1, 3, 5), Mini-lectures (Theme 1, 4), Work in small groups (Theme 1-5), Presentations (Theme 2 – 5), Project work method (3 – 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. 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).

Assessment of knowledge during monitoring includes the following:

active work in a lecture provides 1 point for each lecture lesson and provides for participation in discussions in the audience, the ability to substantiate one's position on issues (15 points);

active work in a practical lesson the protection of the results of task performance provides 1 point for each practical lesson and provides for participation in discussion and research in the process of performing individual tasks and tasks submitted for consideration in the classroom (15 points);

current tests on subjects of the discipline are carried out according to the options posted on the website of personal training systems of Simon Kuznets KhNUE and are estimated at a maximum of 10 points (20 points);

competence-oriented tasks provide 15 points;

completing the assignment for independent work and presentation of its results provides 5 points for the assignment (20 points);

the group competence-oriented assignment in form of training is estimated at a maximum of 5 points each (15 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.

Evaluation Scale: national and ECTS

The amount of points for all types of educational activities	ECTS Score Scale	National Score Scale	
		for exam, course project (work), internship	credit
90 – 100	A	excellent	credited
82 – 89	B	good	
74 – 81	C		
64 – 73	D		
60 – 63	E	satisfactorily	not credited
35 – 59	FX	unsatisfactorily	
1 – 34	F		

Rating-plan of the discipline

Theme	Forms and types of education		Evaluation	Max point
Theme 1	Classroom work			
	Lecture	The concept of time and its types.	discussion activity	
	Workshop	Game situation: "Day with schedule, day without schedule?"	group work	6
	Independent work			
	Preparation for classes	Theoretical material review, literature review		
	Classroom work			
	Lecture	Individual time fund. Timeframe of the organization and its structure	discussion activity	
	Workshop	Task: Personal values.	group work	6
	Independent work			
	Preparation for classes	Preparation to workshop	individual survey	
	Classroom work			
	Lecture	Individual time fund. Timeframe of the organization and its structure	discussion activity	
	Workshop	Task: Individual time fund. Day monitoring	group work, presentation	6
Independent work				
Preparation to classes	Preparation to workshop			
Theme 2	Classroom work			
	Lecture	Competence of manager and organization in time	discussion activity	
	Workshop	Cross-cultural differences in attitude to time. Specific of mixed teams and impact of time attitude to the results.	group work, presentation	6
	Independent work			
	Preparation for classes	Preparation to workshop	individual survey	
	Classroom work			
	Lecture	Internal and external obstacles or "abductors of time"	discussion activity	
	Workshop	Training: Goals and Values. SMART goals	group work	6
	Independent work			
	Preparation for classes	Preparation to workshop		
	Classroom work			
	Lecture	Internal and external time wasters	discussion activity	
	Workshop	Attitude to time	group work	6
Independent work				
Preparation for classes	Preparation to workshop			
Theme 3	Classroom work			
	Lecture	Internal and external obstacles or "abductors of time"	discussion activity	
	Workshop	Discussion: Procrastination	group work, presentation	6
	Independent work			
	Preparation for classes	Preparation to workshop		
Classroom work				
Lecture	Inventory and time analysis	discussion activity		
Workshop	Mini-lecture: Analysis of time expenditures. Training: Productivity and readiness for work. Working style	group work	6	

	Independent work			
	Preparation for classes	Preparation to workshop		
	Classroom work			
	Lecture	Time inventory tools. Planning time.	discussion activity	
	Workshop	Current test Theme 1-3	individual testing	10
	Independent work			
	Preparation for classes	Preparation to workshop	individual survey	
Theme 4	Classroom work			
	Lecture	Effective methods and tools of time management	discussion activity	
	Workshop	Eisenhower matrix. ABC analysis, Franklin system	group work, presentation	5
	Independent work			
	Preparation for classes	Preparation to workshop		
	Classroom work			
	Lecture	Effective methods and tools of time management	discussion activity	
	Workshop	Time-management tools and applications	group work	5
	Independent work			
	Preparation for classes	Preparation to workshop		
	Classroom work			
	Lecture	Effective methods and tools of time management	discussion activity	
	Workshop	Discussion: Procrastination and mitigation	presentation	5
	Independent work			
	Preparation for classes	Preparation to workshop	individual survey	
	Classroom work			
Lecture	Effective methods and tools of time management	discussion activity		
Workshop	Kaizen system. To do list. Prioritization tools	group work	5	
Independent work				
Preparation for classes	Preparation to workshop			
Theme 5	Classroom work			
	Lecture	Effective delegation	discussion activity	
	Workshop	Training: Effective delegation of responsibilities	group work	6
	Independent work			
	Preparation for classes	Theoretical material review		
	Classroom work			
	Lecture	Effective delegation	discussion activity	
	Workshop	Task: Delegation tools	group work	6
	Independent work			
	Preparation for classes	Preparation to workshop		
Classroom work				
Lecture	Effective delegation	discussion activity		
Workshop	Current test Theme 3-5	individual testing	10	
Independent work				
Preparation for classes	Theoretical material review			

Recommended literature

Basic

1. Менеджмент: формування компетентностей на основі тренінгів: навчально-практичний посібник / В. М. Гриньова, М. І. Пасько, К. А. Заславська, О. О. Петренко, К. О. Яндолла. - Х. : ХНЕУ ім. С. Кузнеця, 2015. – 172 с.
2. Самоменеджмент : навчальний посібник / Г. З. Леськів, Г. Я. Левків, М. М. Бліхар, В. В. Гобела, О. П. Подра, Г. В. Коваль. - Львів: Львівський державний університет внутрішніх справ, 2021. - 280 с.
3. Тайм-менеджмент. Полный курс: Учебное пособие. / Г.А. Архангельский, М.А. Лукашенко, М.В. Телегина: Под ред. Г.А. Архангельского. – М.: Альпина Паблишер, 2018. – 311 с.

Additional

4. Allen D. Getting Things Done: The Art of Stress-Free Productivity. / Penguin Books, 2015. – 325 p.
5. Архангельский Г. Корпоративный тайм-менеджмент: Энциклопедия решений / Г. А. Архангельский. – М. : Альпина Бизнес Букс, 2008. – 160 с.
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- Кови С. 7 навыков высокоэффективных людей. Мощные инструменты развития личности / Стивен Кови. – К. : Альпіна Україна, 2017. – 396 с.
8. Мак-Кормак М. Достижение результатов дня "чайников": Пер. с англ. / М. Мак-Кормак. – М. : Издательский дом "Вильямс", 2005. – 224 с.
9. Трейси Б. Результативный тайм-менеджмент: Эффективная методика управления собственным временем / Б. Трейси. – М. : Смартбук, 2007. – 79 с.
10. Tracey V. Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time. / Berrett-Koehler Publishers, 2017. – 144 p.
11. Headlee S. Do Nothing. Break Away from Overworking, Overdoing and Underliving./ Little Brown Book Group, 2021. – 288 p.

Internet resources

12. Time Management Manual (2010). – Accessed at: http://www.benchmarkinstitute.org/t_by_t/time_management_manual.pdf
13. Школа тайм-менеджмента Алексея Капусты. – Режим доступа: <http://www.60minut.info/>.
14. Тайм-менеджмент та мотивація себе та інших. – Режим доступа: <http://www.superidea.ru/intel/timm.htm>.
15. Сайт з різних аспектів менеджменту. – Режим доступа: <http://www.management.com.ua>.
16. Безплатні стратегії та тактики тайм-менеджменту. – Режим доступа: <http://www.timemanagement.com>.
17. Прогресивний менеджмент. – Режим доступа: <http://www.progressive-management.com.ua/glossary-management/139-time-management-upravlenie-vremenem>.
18. Сайт з розвитку особистих якостей для кар'єри. – Режим доступа: <http://www.mindtools.com/>.
19. Гід з тайм-менеджменту. – Режим доступа: <http://www.time-management-guide.com/>