



Innovative ICT Education for Social-Economic Development (IESED)
574283-EPP-1-2016-1-LT-EPPKA2-CBHE-JP

TIME MANAGEMENT

Minsk 2017

1. COURSE PLAN

Year of study	Semester	Academic hours					Hours of course work	ECTS	Number of hours
		Total	Lectures	Lab	Practice/ seminar	Independent work			
4	7	82	30	16	16	20		3	Full-time
5	9	82	8	4	8	62		3	Part-time

2. COMPETENCIES

To be able to apply basic scientific and theoretical knowledge to solve practical problem.

To be able to generate new ideas focusing on creativity, critical thinking, communication and collaboration.

3. COURSE GOAL

To form the skills in time planning, distribution and control in individual and team activities.

COURSE OUTCOMES

After completing this course student will be able to:

- work independently and in a team;
- utilize time-management skills by taken part in individual and group activity;
- integrate and apply different kind of time management tools.

4. COURSE CONTENT (FULL TIME)

№	Name of the topic	Number of academic hours					Form of knowledge control
		TOTAL	Lectures	practical tasks	labs	Independent work	
1	2	3	4	5	6	7	8
1	Introduction to time management	8	4	2		2	
1.1	The reasons for the emergence and stages of the time management development.	4	2			2	Essay
1.2	Values as the basis of goal-setting in time management.	4	2	2			Verbal responses
2	Time planning.	10	4	4		2	
2.1	Prioritization in planning.	4	2	2			Essay
2.2	Tools for effective time planning.	3	1	2			Presentation
2.3	Advantages and disadvantages of various time planning tools.	3	1			2	Forum of e-Learning server.
3	Optimization of time consumption.	10	4	2		4	
3.1	Timing and rationing. Timekeeping techniques.	6	2	2		2	Individual practical task.

№	Name of the topic	Number of academic hours					Form of knowledge control
		TOTAL	Lectures	practical tasks	labs	Independent work	
1	2	3	4	5	6	7	8
3.2	Disturbances and "time killers".	4	2			2	Forum of e-Learning server.
4	Motivation and self-motivation.	14	8	2		4	
4.1	Motivation and self-motivation in time management.	4	2			2	Essay
4.2	Psychological aspects of time management.	6	4			2	Forum of e-Learning server.
4.3	System of motivating factors in individual and group work.	4	2	2			Verbal responses
5	Computer and mobile applications in the time management system.	18	4	4	8	2	
5.1	Computer applications for effective time management.	14	2	2	8	2	Laboratory work "Microsoft Outlook for time management"
5.2	Mobile applications for effective time management.	4	2	2	-		Individual practical task.
6	Corporate time management.	22	6	2	8	6	
6.1	Prerequisites for the emergence and definition of corporate time management.	4	2			2	Essay
6.2	Corporate standards, organization and regulation of time management.	14	2	2	8	2	Laboratory work "Microsoft Outlook: group work with calendar, tasks, notes, sharing folders"
6.3	Time management at various levels of management.	4	2			2	Presentation
	Total	82	30	16	16	20	

5. COURSE CONTENT (PART TIME)

№	Name of the topic	Number of academic hours					Form of knowledge control
		TOTAL	Lectures	practical tasks	labs	Independent work	
1	2	3	4	5	6	7	8
1	Introduction to time management	8	1	1		6	
1.1	The reasons for the emergence and stages of the time management development.	4,5	0,5			4	Essay

1.2	Values as the basis of goal-setting in time management.	3,5	0,5	1		2	Verbal responses
2	Time planning.	10	1	1		8	
2.1	Prioritization in planning.	3,5	0,5			3	Essay
2.2	Tools for effective time planning.	3,5	0,5			3	Presentation
2.3	Advantages and disadvantages of various time planning tools.	3		1		2	Forum of e-Learning server.
3	Optimization of time consumption.	10	1	1		8	
3.1	Timing and rationing. Timekeeping techniques.	5,5	0,5	1		4	Individual practical task.
3.2	Disturbances and "time killers".	4,5	0,5			4	Forum of e-Learning server.
4	Motivation and self-motivation.	14	1	1		12	
4.1	Motivation and self-motivation in time management.	4,5	0,5			4	Essay
4.2	Psychological aspects of time management.	4,5	0,5			4	Forum of e-Learning server.
4.3	System of motivating factors in individual and group work.	5		1		4	Verbal responses
5	Computer and mobile applications in the time management system.	18	2	2	2	12	
5.1	Computer applications for effective time management.	10	1	1	2	6	Laboratory work "Microsoft Outlook for time management"
5.2	Mobile applications for effective time management.	8	1	1		6	Individual practical task.
6	Corporate time management.	22	2	2	2	16	
6.1	Prerequisites for the emergence and definition of corporate time management.	6	1	1		4	Essay
6.2	Corporate standards, organization and regulation of time management.	9	1		2	6	Laboratory work "Microsoft Outlook: group work with calendar, tasks, notes, sharing folders"
6.3	Time management at various levels of management.	7		1		6	Presentation
	Total	82	8	8	4	62	

6. THEORETICAL CONTENT

№	Names of topics	Content
1.	Introduction to time management.	The reasons for the emergence and stages of the development of time management. The concept of time management. Development of time management. Values as the basis of goal-setting in time management. Priority tasks of time management. Time management is an internal skill in the managerial professional skills. The Pareto principle in time management .
2.	Time planning.	Prioritization in planning. Tools for effective time planning. Time planning tools: diary, organizer, computer, scheduling through priorities, approximate timing. Advantages and disadvantages of various time planning tools.
3.	Optimization of time consumption.	Timing and rationing. Timekeeping techniques. Eisenhower's time management matrix. Saving time through a convincing "No". Principles of rational reading. Training of memory and attention. Reduction in the volume of paper work. Accounting of telephone conversations. Methods of effective reading. Computer information. Listening skills. Effective reception of visitors. Management of emotions and stress.

		Disturbances and "time killers".
4.	Motivation and self-motivation.	Motivation and self-motivation in time management. Psychological aspects of time management. Personal priorities. Values. Hierarchy of values. Motives. Meanings. Life Management and life goals. System of motivating factors in individual and group work. Delegation of authority as a stimulating factor.
5.	Computer and mobile applications in the time management system.	Specialized software tools for time management (review). Features and boundaries of the use of specialized software for time management in the organization of individual and group work.
6.	Corporate time management.	Prerequisites for the emergence and definition of corporate time management. The need for corporate implementation of time management. Organization and regulation of time management. Corporate TM standards. Time management at various levels of management. Delegation of authority and responsibility as a way of effective use of time. Organization and delegation of authority within the time management.

7. PRACTICAL CONTENT

№	Name of the practical assignment	Content
1.1	The reasons for the emergence and stages of the time management development.	<ol style="list-style-type: none"> 1. The concept and content of time management. 2. Prerequisites for the emergence and development of time management. 3. Stages and forms of development of time management. 4. Modern approaches to the organization of time management. 5. The relationship between the development of computer technology and time management.
1.2	Values as the basis of goal-setting in time management.	<ol style="list-style-type: none"> 1. Values as a basis for goal-setting. Goals and key areas of life. 2. Smart - goals and over-goals. 3. Hierarchy of values. 4. Formation of an individual goal tree.
2.1	Prioritization in planning.	<ol style="list-style-type: none"> 1. The concept of prioritization and its implementation form. 2. Interrelation of priorities of activity and vital values. 3. Formation of an individual priority list.
2.2	Tools for effective time planning.	<ol style="list-style-type: none"> 1. List of cases. 2. The diary (organizer). 3. The Eisenhower Matrix. 4. The Pareto Method.
2.3	Advantages and disadvantages of various time planning tools.	<ol style="list-style-type: none"> 1. Lists of cases - the advantages and limitations of their use. 2. Diary, organizer - the advantages and limitations of their use. 3. Computer programs and mobile applications - the advantages and limitations of their use.
3.1	Timing and rationing. Timekeeping techniques.	<ol style="list-style-type: none"> 1. Timing in time management. 2. Rationing in time management, the problem of setting the time norms for various types of work. 3. Time recording techniques for various types of work. 4. Eisenhower's time management matrix.
3.2	Disturbances and "time killers".	<ol style="list-style-type: none"> 1. The concept of interference and "time killers". 2. Office interference and "time killers". 3. Personal hindrances and "time killers". 4. Basic approaches to optimizing time costs and eliminating the influence of "time killers".
4.1	Motivation and self-motivation in time management.	<ol style="list-style-type: none"> 1. Will. Development of strong-willed qualities. 2. Motivation and self-motivation: tools and techniques (visualization of time and goals, the definition and realization of benefits, the formation of a system of personal values and priorities).
4.2	Psychological aspects of time management.	<ol style="list-style-type: none"> 1. Individual characteristics of the individual and individual time management.

№	Name of the practical assignment	Content
		2. Biorhythms and business planning. 3. Manage your own emotions, as a tool for time management. 4. Separation of large tasks into micro-tasks.
4.3	System of motivating factors in individual and group work.	1. Motivation and self-motivation. 2. Responsibility as a motivating factor. 3. Team spirit as a motivating factor.
5.1	Computer applications for effective time management.	1. Overview of computer applications used in time management (presentations). 2. Features and conditions for the effective use of various computer applications in time management (presentations).
5.2	Mobile applications for effective time management.	1. Overview of mobile applications used in time management (presentations). 2. Features and conditions for the effective use of various mobile applications in time management (presentations).
6.1	Prerequisites for the emergence and definition of corporate time management.	1. The reasons for the emergence of corporate time management. 2. Approaches to the organization of corporate time management. 3. Organization of the working space, as a factor of time management.
6.2	Corporate standards, organization and regulation of time management.	1. Time management organization and regulation. 2. TM corporate standards. 3. Delegation of authority and responsibility as a way of effective use of time. 4. Organization of delegation of authority within the time management.
6.3	Time management at various levels of management.	1. Specificity of activities of managers and specialists at different levels of management. 2. Work with documents. Organizer and database, access to them. 3. Effective discussion or "empty talking". 4. Work after work. "The virus of time trouble".

8. LABORATORY PRACTICE

№	Name of practical assignment	Content
5.1	Computer applications for effective time management.	Acquaintance with the software used in time management. Work with Microsoft Outlook for the organization of individual time management.
6.2	Corporate standards, organization and regulation of time management.	Organization and regulation of corporate time management. Acquiring the basic skills of working with Microsoft Outlook: group work with calendar, tasks, notes, sharing folders.

9. ASSIGNMENT FOR INDEPENDENT WORK

№	Name of the assignment	Content
1	The reasons for the emergence and stages of the time management development.	1. The concept and content of time management. 2. Modern approaches to the organization of time management.
2	Advantages and disadvantages of various time planning tools.	1. Lists of cases - the advantages and limitations of their use. 2. Diary, organizer - the advantages and limitations of their use.
3	Timing and rationing. Timekeeping techniques.	1. Rationing in time management, the problem of setting the time norms for various types of work. 2. Eisenhower's time management matrix.
4	Disturbances and "time killers".	1. Office interference and "time killers". 2. Personal hindrances and "time killers".
5	Motivation and self-motivation in time	1. Will. Development of strong-willed qualities.

	management.	2. Motivation and self-motivation: tools and techniques
6	Psychological aspects of time management.	1. Biorhythms and business planning. 2. Manage your own emotions, as a tool for time management.
7	Computer applications for effective time management.	1. Overview of computer applications used in time management (presentations).
8	Prerequisites for the emergence and definition of corporate time management.	1. The reasons for the emergence of corporate time management. 2. Organization of the working space, as a factor of time management.
9	Corporate standards, organization and regulation of time management.	1. Prerequisites for the emergence of corporate time management. 2. Delegation of authority and responsibility as a way of effective use of time
10	Time management at various levels of management.	1. Specificity of activities of managers and specialists at different levels of management. 2. Work after work. "The virus of time trouble".

10. SYSTEM OF ASSESSMENT OF KNOWLEDGE AND SKILLS (ACCORDING TO THE NATIONAL REQUIREMENTS)

A ten-point scale, depending on the grade and the mark, includes the following criteria:

10 (ten) points, passed:

- systematized, deep and full knowledge on all sections of the curriculum of the institution of higher education in the academic discipline, as well as on major issues that go beyond its limits;
- accurate use of scientific terminology (including in a foreign language), competent, logically correct statement of the answer to questions;
- perfect mastering of the tools of the academic discipline, the ability to use it effectively in formulation and solution of scientific and professional problems;
- the expressed ability independently and creatively to solve complex problems in non-standard situations;
- complete and profound studying of basic, additional literature on the subject of the discipline;
- the ability to freely navigate in theories, concepts and directions on the discipline and give them an analytical assessment, use the scientific achievements of other disciplines;
- creative independent work on practical, laboratory classes, active creative participation in group discussions, high level of the culture of performance of tasks.

9 (nine) points, passed:

- systematized, deep and full knowledge on all sections of the curriculum of the institution of higher education on the academic discipline;
- accurate use of scientific terminology (including in a foreign language), competent, logically correct statement of the answer to questions;
- mastering of the tools of the academic discipline, the ability to use it effectively in formulation and solution of scientific and professional problems;
- ability independently and creatively to solve complex problems in non-standard situations within the curriculum of the institution of higher education on the academic discipline;
- complete studying of basic, additional literature on the subject of the discipline, recommended by the curriculum of the institution of higher education on the discipline;

- the ability to navigate in theories, concepts and directions on the discipline and give them an analytical assessment;
- Systematic, active independent work on practical, laboratory classes, active creative participation in group discussions, high level of the culture of performance of tasks.

8 (eight) points, passed:

- systematized, deep and full knowledge on all sections of the curriculum of the institution of higher education in the academic discipline in the volume of the curriculum of the institution of higher education on the discipline;
- use of scientific terminology (including in a foreign language), competent, logically correct statement of the answer to questions, the ability to make sound conclusions and generalizations;
- mastering of the tools of the academic discipline (methods of complex analysis, information technology), the ability to use it effectively in formulation and solution of scientific and professional problems;
- ability independently to solve complex problems within the curriculum of the institution of higher education on the academic discipline;
- studying of basic, additional literature, recommended by the curriculum of the institution of higher education on the discipline;
- the ability to navigate in theories, concepts and directions on the discipline and give them an analytical assessment;
- active independent work on practical, laboratory classes, systematic participation in group discussions, high level of the culture of performance of tasks.

7 (seven) points, passed:

- systematized, deep and full knowledge on all sections of the curriculum of the institution of higher education on the academic discipline;
- use of scientific terminology (including in a foreign language), competent, logically correct statement of the answer to questions, the ability to make sound conclusions and generalizations;
- mastering of the tools of the academic discipline, the ability to use it effectively in formulation and solution of scientific and professional problems;
- free possession of generic solutions within the curriculum of the institution of higher education on the academic discipline;
- studying of basic, additional literature, recommended by the curriculum of the institution of higher education on the discipline;
- the ability to navigate in basic theories, concepts and directions on the discipline and give them an analytical assessment;
- independent work on practical, laboratory classes, participation in group discussions, high level of the culture of performance of tasks.

6 (six) points, passed:

- sufficiently full and systematized knowledge in the volume of the curriculum of the institution of higher education on the discipline;
- use of the necessary scientific terminology, competent, logically correct statement of the answer to questions, the ability to make sound conclusions and generalizations;
- mastering of the tools of the academic discipline, the ability to use it effectively in solution of scientific and professional problems;

- ability independently to apply generic solutions within the curriculum of the institution of higher education on the academic discipline;
- studying of basic literature, recommended by the curriculum of the institution of higher education on the discipline;
- the ability to navigate in basic theories, concepts and directions on the discipline and give them a comparative assessment;
- active independent work on practical, laboratory classes, periodic participation in group discussions, high level of the culture of performance of tasks.

5 (five) points, passed:

- sufficient knowledge in the volume of the curriculum of the institution of higher education on the discipline;
- use of scientific terminology, competent, logically correct statement of the answer to questions, the ability to make sound conclusions;
- mastering of the tools of the academic discipline, the ability to use it in solution of scientific and professional problems;
- ability independently to apply generic solutions within the curriculum of the institution of higher education on the academic discipline;
- studying of basic literature, recommended by the curriculum of the institution of higher education on the discipline;
- the ability to navigate in basic theories, concepts and directions on the discipline and give them a comparative assessment;
- active independent work on practical, laboratory classes, periodic participation in group discussions, high level of the culture of performance of tasks;
- independent work on practical, laboratory classes, periodic participation in group discussions, sufficient level of the culture of performance of tasks.

4 (four) points, passed:

- sufficient knowledge within the educational standard of higher education;
- studying of basic literature, recommended by the curriculum of the institution of higher education on the discipline;
- use of scientific terminology, logical statement of the answer to questions, the ability to make sound conclusions;
- ability to draw conclusions without essential errors;
- mastering of the tools of the academic discipline, the ability to use it in solution of standard (typical) tasks;
- ability to solve standard (typical) tasks under the guidance of a teacher;
- ability to navigate in basic theories, concepts and directions on the discipline and give them an assessment;
- work under the guidance of a teacher on practical, laboratory classes, the permissible level of the culture of performance of tasks.

3 (three) points, failed:

- insufficient knowledge within the educational standard of higher education;
- studying of basic literature, recommended by the curriculum of the institution of higher education on the discipline;
- knowledge of a part of the basic literature, recommended by the curriculum of the institution of higher education on the discipline;

- use of scientific terminology, presentation of answers to questions with significant, logical errors;
- weak possession of the tools of the academic discipline, incompetence in solving standard (typical) tasks;
- inability to navigate in basic theories, concepts and directions on the discipline;
- work under the guidance of a teacher on practical, laboratory classes, the permissible level of the culture of performance of tasks.
- passivity on practical, laboratory classes, low level of the culture of performance of tasks.

2 (two) points, failed:

- fragmented knowledge within the educational standard of higher education;
- knowledge of individual literary sources, recommended by the curriculum of the institution of higher education on the discipline;
- inability to use scientific terminology of the academic discipline, the presence in the answer rude, logical errors;
- passivity on practical, laboratory classes, low level of the culture of performance of tasks.

1 (one) point, failed:

- lack of knowledge and (competences) within the educational standard of higher education, failure to answer, failure to appear for attestation without good cause.

11. METHODS AND MEANS OF IMPLEMENTATION OF THE CONTENT OF THE EDUCATIONAL PROGRAM AND TRAINING OF EDUCATIONAL, TRAINING AND METHODOLOGICAL MATERIALS

Training will be conducted using interactive methods (round tables, project method) and distance technologies implemented by means of the MOODLE training portal.

Any user working in the MOODLE distance learning system must have:

1. Access to a personal computer or tablet.
2. Access to the global Internet network to receive training materials and perform tests with a connection speed of at least 54 kbps.
3. Electronic mailing address.

Software required for work:

1. Internet browser with support for flash-graphics and style sheets: Google Chrome, Opera, Mozilla Firefox, as well as Internet Explorer no lower than the 9th version;
2. Adobe Flash Player latest version from the manufacturer's website <http://get.adobe.com/en/flashplayer/otherversions/>;
3. Microsoft Outlook.
4. Skype for prompt communication with your teacher (optional).

The students will be provided with electronic presentations of lectures, electronic and printed versions of handouts for practical / seminar and laboratory classes.

In the classroom, students will learn the discipline in the format of laboratory studies directly in the computer class. The following software will be used during the training:

№	Software	System requirements for the specified software	№ of the theme from the educational-methodical map, for the support of which the specified software will be used	The purpose of software using
1.	Microsoft Office Word	Processor: Pentium® IV is minimal, Intel Centrino®, Intel Xeon®, Intel Core™ Duo (or compatible) processor RAM: 1 GB RAM, 1 GB or more recommended Video: DirectX 9 64MB of VRAM recommended Sound: not needed	Topic 1-6	To develop a textual part of course material
2.	Microsoft Outlook	Processor: Pentium® IV is minimal, Intel Centrino®, Intel Xeon®, Intel Core™ Duo (or compatible) processor RAM: 1 GB RAM, 1 GB or more recommended Video: DirectX 9 64MB of VRAM recommended Sound: not needed	Topic 5, 6	To perform tasks related to individual and group time management.
5.	Microsoft Office PowerPoint	Processor: Pentium® IV is minimal, Intel Centrino®, Intel Xeon®, Intel Core™ Duo (or compatible) processor RAM: 1 GB RAM, 1 GB or more recommended Video: DirectX 9 64MB of VRAM recommended Sound: not needed	Topic 1-6 Topic 1-6	To present materials prepared by students for discussion in practical classes For data visualization during lectures

The following tools and technologies were used in the preparation of training, teaching and methodological materials:

- MS Office;
- Internet services (LearningApps and others);
- Specialized software.

12. RESOURCES

Basic literature

1. Архангельский, Г. Корпоративный тайм-менеджмент: Энциклопедия решений / Г. Архангельский. - М.: Альпина Паблишер, 2015. - 211 с.
2. Архангельский, Глеб Тайм-драйв. Как успевать жить и работать / Глеб Архангельский. - М.: Манн, Иванов и Фербер, 2014. - 748 с.
3. Трейси, Брайан Тайм-менеджмент / Брайан Трейси. - М.: Манн, Иванов и Фербер, 2015. - 144 с.

4. Тайм-менеджмент: управление временем. [Электронный ресурс] / Режим доступа: <https://4brain.ru/time/>

Additional literature

1. Кеннеди, Д. Жесткий тайм-менеджмент: Возьмите свою жизнь под контроль. / Д. Кеннеди. - М.: Альпина Паблишер, 2016. - 199 с.
2. Кови, Стивен Восьмой навык. От эффективности к величию: моногр. / Стивен Кови. - М.: Альпина Паблишер, 2014. - 408 с.
3. Кови, Стивен Семь навыков высокоэффективных людей. Мощные инструменты развития личности / Стивен Кови. - М.: Манн, Иванов и Фербер, 2013. - 571 с.
4. Лимончелли, Т. Тайм-менеджмент для системных администраторов / Т. Лимончелли. - М.: Символ, 2015. - 240 с.
5. Сидорова, Н.А. Тайм-менеджмент: Создание оптимального расписания дня и эффективная организация рабочего процесса / Н.А. Сидорова. - М.: Дашков и К, 2013. - 220 с.