POZNAN UNIVERSITY OF TECHNOLOGY

EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM (ECTS)
pl. M. Skłodowskiej-Curie 5, 60-965 Poznań

COURSE DESCRIPTION CARD - SYLLABUS

Course name
Time management

Course

Field of study	Year/Semester
Transport	1/2
Area of study (specialization)	Profile of study
-	general academic
Level of study	Course offered in
First-cycle studies	Polish
Form of study	Requirements
full-time	elective

Number of hours

Lecture	Laboratory classes	Other (e.g. online)
15	0	0
Tutorials	Projects/seminars	
0	0	

Number of credit points
1

Lecturers

Responsible for the course/lecturer:

dr inż Rafał Mierzwiak

email: rafal.mierzwiak@put.poznan.pl

tel. 691504270

Wydział Inżynierii Zarządzania

Responsible for the course/lecturer:

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.

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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:

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

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)

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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

Breakdown of average student's workload

	Hours	ECTS
Total workload	30	1,0
Classes requiring direct contact with the teacher	15	0,5
Student's own work (literature studies, preparation for laboratory classes/tutorials, preparation for tests/exam, project preparation) [1]	15	0,5

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[1] delete or add other activities as appropriate