



## COURSE DESCRIPTION CARD - SYLLABUS

Course name

Time Management

### Course

Field of study

Aerospace Engineering

Area of study (specialization)

–

Level of study

First-cycle studies

Form of study

part-time

Year/Semester

4/7

Profile of study

general academic

Course offered in

polish

Requirements

compulsory

### Number of hours

Lecture

0

Laboratory classes

0

Other (e.g. online)

0

Tutorials

9

Projects/seminars

0

### Number of credit points

2

### Lecturers

Responsible for the course/lecturer:

Rafał Mierzwiak BEng, PhD

Responsible for the course/lecturer:

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### 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: Recognizes the importance of the organization of own work 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 conversations and problems with the use of elements of managerial training.

### Course-related learning outcomes

#### Knowledge

knows the general principles of creating and developing forms of individual entrepreneurship, also taking into account time management, as well as the skills of proper self-presentation, using knowledge in the field of science and scientific disciplines relevant to aviation and astronautics [K2A\_W26]

#### Skills

has the ability to self-educate with the use of modern didactic tools, such as remote lectures, websites and databases, teaching programs, electronic books [K2A\_U03]

Is able to prepare the process of conducting aviation activities in accordance with ethical and moral principles, and assess the competences and capabilities of colleagues while maintaining the principles of professional ethics [K2A\_U20]

#### Social competences

is able to adequately define priorities for the implementation of a task defined by himself or others [K2A\_K05]

correctly identifies and resolves dilemmas related to the profession [K2A\_K06]

### 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

Time management system based on the concept of 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



The exercise method (subject exercises, practice exercises) - in the form of auditorium exercises (application of acquired knowledge in practice - may take various forms: solving cognitive tasks or training psychomotor skills; transforming a conscious activity into a habit through repetition)

Conversation lecture ("external dialogue" of the lecturer with the student; students participate in solving the problem). Chat (conversation between the teacher and students in the form of questions on his part and students' answers: introductory, informative, refresher, control, presenting new messages)

### Bibliography

#### Basic

1. David Allen: Sztuka efektywności. Skuteczna realizacja zadań. Helion, 2006
2. Covey S.: Siedem nawyków skutecznego działania ( wydanie najnowsze)

#### Additional

1. David Allen: Gotowi na wszystko. 52 zasady efektywności w pracy i życiu. Onepress, 2008
2. Skrypt z prakseologii: [http://www.broneks.net/wp-content/uploads/2008/12/00\\_spis\\_tresci\\_wstep.pdf](http://www.broneks.net/wp-content/uploads/2008/12/00_spis_tresci_wstep.pdf)

### Breakdown of average student's workload

	Hours	ECTS
Total workload	50	2,0
Classes requiring direct contact with the teacher	10	0,8
Student's own work (literature studies, preparation for tutorials, preparation for tests) <sup>1</sup>	40	1,2

<sup>1</sup> delete or add other activities as appropriate