

МІНІСТЕРСТВО ОСВІТИ І НАУКИ УКРАЇНИ
ХАРКІВСЬКИЙ НАЦІОНАЛЬНИЙ ЕКОНОМІЧНИЙ УНІВЕРСИТЕТ
ІМЕНІ СЕМЕНА КУЗНЕЦЯ

ЗАТВЕРДЖЕНО

на засіданні кафедри
підприємництва і торгівлі
Протокол № 2 від 01.09.2023 р.

ПОГОДЖЕНО

Проректор з навчально-методичної роботи



Карпа НЕМАШКАЛО

ТАЙМ-МЕНЕДЖМЕНТ

робоча програма навчальної дисципліни (РПНД)

Галузь знань	всі
Спеціальність	всі
Освітній рівень	перший (бакалаврський)
Освітня програма	всі

Статус дисципліни

вибіркова

Мова викладання, навчання та оцінювання

українська

Розробник:
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Завідувачка кафедри
підприємництва і
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Марина САЛУН

Харків
2023

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

APPROVED

at the meeting of the Entrepreneurship
and Trade Department
Protocol № 2 dated 01.09.2023

APPROVED

Vice-Rector for Educational and Methodical
Work



Karina NEMASHKALO

TIME-MANAGEMENT

Syllabus of the academic discipline

Field of knowledge	all
Specialty	all
Educational cycle	first (bachelor)
Educational program	all

Course type	Elective
Language of teaching, learning and assessment	English

Designed by:
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**Kharkiv
2023**

INTRODUCTION

“Time management” is a selective entrepreneurial discipline designed to prepare applicants for the first (bachelor’s) level of higher education.

Time management is an important component of efficiency and success in the modern world. It sometimes becomes a key factor in personal and professional life, especially in conditions of constant change and the rapid pace of life.

The relevance of the discipline “Time-management” is determined not only by the need for efficient use of time but also by the impact of this training on increasing productivity and achieving goals. The modern world requires individuals and organizations to be able to effectively manage time in the context of the constant challenges related to modern technologies, economic, and sociocultural changes.

Studying time-management provides educational recipient with the necessary knowledge and tools to effectively manage their time, improve productivity, and achieve personal and professional goals. In the context of the rapid development of technology and the constant challenges of modern life, time management training becomes the key to successful adaptation and achieving sustainable development in both professional and personal spheres.

The goal of the Time-management discipline is to form a system of basic knowledge on time management, develop skills to effectively manage time resources and form a team of employees to achieve personal and professional goals in the context of business activities. The discipline is focused on developing the competencies needed to implement and manage time management within initiatives and projects.

The objectives of the academic discipline are:

studying the patterns of effective time management as a key socio-economic aspect;

formation of time management skills, development of independence and responsibility in time management and decision making;

gaining skills in the practical use of strategies and methods to optimize the use of time resources.

The subject of the academic discipline is patterns, principles, approaches, modern techniques, technologies, and models of time management in personal and professional life.

The object of study of the discipline is the process of acquiring general and special (professional) competencies for the effective use of time and success in personal and professional terms in the context of modern challenges.

The results of training and competence, which are formed by the educational discipline, are defined in the table. 1.

Table 1

Learning outcomes and competencies formed

Learning outcomes	Competencies
Effectively plan and organize time to achieve maximum productivity. Have the tools to prioritize and set long-term goals in the context of time management. Possess methods of informed decisions in conditions of limited time resources. Organize a system of self-control and self-management to comply with the work schedule and deadlines.	Ability to effectively cope with stress and implement techniques to improve work efficiency. Ability to build and manage a team in the context of collaborative entrepreneurial initiatives. Ability to apply creative and innovative approaches to problem-solving and improve time management

Syllabus of the academic discipline

Topic 1. The concept of time and its types

1.1. Time concept

Definition and main aspects of the concept of time. The role of time in everyday life and professional activities. The influence of cultural and individual characteristics on time perception.

1.2. Types of time

Consideration of real, perceptual, and emotional time. The impact of different types of time in organization and planning of activities.

1.3. Internal concept of time

Individual perception and use of time. Interaction of internal concepts of time with the emotional and cognitive state of the individual.

1.4. Historical Development of Time Management

Analysis of changes in time management over different historical eras. The emergence and development of the concept of “time management”.

1.5. Individual time reserve

Assessing the possibilities and limitations of using your own time. Developing skills for optimal management of personal time.

1.6. Organization timeframe and its structure

Definition of the concept of timeframe in the context of organizational activities. Structure and organization of timeframe for strategic and operational planning.

Topic 2. Internal and external interference or “time wasters”

2.1. The basic law of time as a strategic resource

Disclosure of the basic law of time and its impact on the management of strategic resources. The importance of time in the context of achieving long-term goals.

2.2. Manager's competence in time

Definition and description of competencies required for effective time management. Developing leadership skills in the context of interim management.

2.3. Organizational competence over time

Assessing the level of organization competencies in the use of temporary resources. Application of temporary management at different levels of the organizational structure.

2.4. Internal and external time distractions

Analysis of the influence of internal factors and external circumstances on distraction from main tasks. Uncovering strategies for managing distraction and maintaining focus.

2.5. Classification of time spent

Determination of the main categories of time spent in personal and professional life. Create a list and order of priorities to effectively manage these categories.

2.6. Ways to deal with internal and external interference

Developing strategies to overcome internal barriers and external influences on task completion. Applying methods and techniques to maintain productivity in the face of negative time challenges.

2.7. Goals and values

Determining the role of goals and values in the formation of temporary management strategies. An analysis of the relationship between personal goals and effective time management.

2.8. Determining the priorities

Developing methodologies for setting priorities to achieve critical goals and values. Implement strategies for balancing priorities in your personal and professional lives.

2.9. Smart Goals

Formulation of SMART-goals and their implementation in the practice of temporary management. Analysis of performance and adjustment of goals to achieve optimal results.

2.10. Formulation of goals for short-, medium-, and long-term periods

Setting and planning goals for different periods. Develop time management strategies to achieve goals at different stages.

2.11. Tools analysis

Identify tools and methods for analyzing and measuring progress toward goals. Systematic analysis and adjustment of goals to ensure their relevance and compliance with the interim management strategy.

Topic 3. Inventory and time analysis

3.1. Working day structure

Consideration of the optimal distribution of time in the working day. Identify key milestones and breaks to maintain productivity. Development of personalized workday schedules, considering individual characteristics and natural rhythms.

3.2. Time accounting and analysis

Establishment of a system for recording real-time use. Analysis of time distribution between different activities and tasks. Identification of the main time expenditures and their impact on productivity.

3.3. Time Inventory Tools

Review of modern tools and programs for inventory and time tracking. Identify the key features and benefits of using inventory time tools. Practical exercises on using tools to improve time efficiency.

3.4. Time planning

Mastering techniques for planning tasks and events for different periods. Develop a personal and professional plan per week, month, and year. Creating a system of priorities and considering strategic goals in plans.

3.5. Biological activity

Studying the relationship between biological rhythms and performance. Determination of optimal periods for performing various types of tasks under the phases of biological activity. Development of work schedules, considering biorhythms and energy conservation.

3.6. Productivity and availability

Analysis of factors influencing productivity levels at different times of the day. Develop strategies to maintain and improve work productivity. Determine optimal energy recovery techniques to improve work readiness.

3.7. Working style

Determination of individual work style and their impact on time management efficiency. Adapting work style to specific tasks and circumstances. Developing flexibility in work style to optimize temporary management.

Topic 4. Effective time management methods and tools

4.1. Time management efficiency

Defining criteria for effective time management. Analysis of the relationship between the effectiveness of time management and the achievement of set goals. Create strategies to improve effective time management in your personal and professional life.

4.2. Time management methods and tools

Review of various methods and approaches to time management. Determine the key characteristics and areas of application of different tools. Practical use of different methods to optimize the time regime.

4.3. Eisenhower Matrix

Disclosure of the principles and structure of the Eisenhower matrix. Using a matrix to classify tasks and determine priorities. Developing strategies for working with different categories of tasks according to the matrix.

4.4. ABC analysis

Define the principles and steps of conducting ABC analysis. Analysis of the influence of ABC classification on the distribution of time resources. Develop strategies for optimal use of time according to ABC categories.

4.5. Pareto principle

An overview of the Pareto principle and its application to time management. Analysis of the 80/20 principle and its impact on setting priorities. Develop strategies to focus efforts on key tasks using the Pareto principle.

4.6. Kaizen system

Disclosure of the principles of the Kaizen system in the context of time management. Determination of the main steps and stages of implementation of the Kaizen approach. Applying Kaizen principles to continuously improve time management.

Topic 5. Delegation of authority as an effective time management tool

5.1. Principles of delegation

Disclosure of the basic principles of delegation and their impact on time resource management. Determine the key principles for defining tasks for the delegation. Practical advice on applying the principles of delegation in different areas of activity.

5.2. Rules for Effective Delegation

Establishing specific rules and steps for successfully delegating tasks. Analysis of the key stages of delegation and their impact on time resources. Develop strategies to improve the delegation process while considering effective time management.

5.3. Limitation on delegation of authority

Identifying areas and tasks that may be limited during the delegation process.
 Risk analysis and identification of strategies to minimize delegation restrictions.
 Establishing a balance between delegation and personal responsibility.

5.4. Control of performers

Development of a system for monitoring the implementation of delegated tasks.
 Determine effective methods for reporting and reconciling results. Practical advice on providing performers with support and resources for the successful implementation of tasks.

5.5. Conducting meetings effectively

Learn the basic principles of organizing and conducting effective meetings.
 Develop a meeting plan based on goals and performance. Applying communication skills to improve meeting efficiency and save time.

The list of practical (seminar) and/or laboratory classes/tasks in the academic discipline is given in Table. 2.

Table 2

List of practical (seminar) and/or laboratory classes/tasks

Topic title	Content
Topic 1. Concept of time and its types. Practical task 1.	Seminar discussion on topic 1: 1. Approaches to determining time. 2. Historical development of time management. 3. Individual time fund and its structure. 4. Time fund of the unit (organization). 5. Internal concepts of time and their types. Practical task on topic 1: Creative task: creating collages “Day on a schedule” and “Day without a schedule.” Discussion about the advantages and disadvantages of schedules and their connection with the professional orientation of the individual.
Topic 2. Internal and external interference or “time wasters”. Practical task 2	Seminar discussion session on topic 2: 1. Time as a strategic resource. 2. The basic law of time as a strategic resource. 3. Internal and external interference. 4. Organizational competence over time. 5. Time manager competence. Practical task on topic 2: Training: “Formulation of goals based on value orientations”: 1. Applying a SMART approach to setting goals. 2. Definition of values and priorities.

Topic title	Content
	<p>3. Formulation and detailing of values. 4. Formulation of long, medium, and short-term goals: “What?”, “Why?” And How?”.</p> <p>Presentation “Procrastination and Work-life balance”</p>
<p>Topic 3. Inventory and time analysis. Practical task 3</p>	<p>Practical task on topic 3: Training: “Identifying Time Thieves”</p> <ol style="list-style-type: none"> 1. Discussion of internal and external time stealers 2. Determining the structure of working time and identifying obstacles during it. 3. Determining ways to deal with obstacles. 4. Development of methods and techniques for eliminating and levelling time thieves. <p>Test: “Do you need to make changes to your working style?”</p> <p>Training: “Biological activity and readiness for work”</p> <ol style="list-style-type: none"> 1. Determination of biological activity within 3 working days 2. Determination of readiness to work during the working day 3. Relationship between biological activity and work readiness 4. Identifying your most and least productive times
<p>Topic 4. Effective time management methods and tools. Practical task 4</p>	<p>Practical lesson on topic 4: Training: "Application of time management methods and tools."</p> <ol style="list-style-type: none"> 1. Eisenhower Matrix. 2. ABC analysis. 3. Pareto principle. 4. Kaizen system. 5. Gantt chart. 6. “To do” letter. 7. B. Franklin system. 8. Other time management tools. 9. Choosing a good time management system. <p>Laboratory task on topic 4. Using software products for effective time management.</p>
<p>Topic 5. Delegation of authority as an effective time management tool. Practical task 5</p>	<p>Practical lesson on topic 5: Discussion on the topic: “Conditions for effective delegation” Training: “Effective delegation”</p>

The list of independent work in the academic discipline is given in table 3.

Table 3

List of independent work

Topic title /Practical task	Content
Topics 1-5	Studying lecture material
	Preparation for practical classes
	Carrying out tests

The number of hours of lectures, practical (seminars) and/or laboratory classes and hours of independent work is given in the work plan (technological map) for the academic discipline.

TEACHING METHODS

In the process of teaching the academic discipline “Time Management”, to obtain certain learning results and enhance the educational process, the following teaching methods used:

verbal (lecture (Topics 1 – 5); lectures of a problematic nature (Topics 3, 5);
 visual (demonstration (Topics 1 – 5);
 practical (practical work (Topics 1 – 5), work in small groups (Topic 1);
 presentations (speaking to an audience) (Topics 1, 5), creative task (Topic 1), trainings (Topics 2 – 5), seminars- discussions (Topics 1, 2).

FORMS AND METHODS OF ASSESSMENT

The University uses a 100-point cumulative system for assessing the learning outcomes of higher education applicants.

Current control is carried out during lectures, practical, laboratory and seminar classes and is aimed at checking the level of preparedness of a higher education applicant to perform specific work and is assessed by the sum of points scored: the maximum amount is 100 points; the minimum amount is 60 points.

The final control includes semester control and certification of the higher education applicant.

Semester control is carried out in the form of a test.

The final grade for the academic discipline is determined by summing up all the points received during the current control.

When teaching an academic discipline, the following control measures are used:

Current control: practical tasks (50 points), creative task (30 points), presentations (10 points), current module control (10 points).

Semester control: Test.

More detailed information about the assessment system is given in the work plan (technological map) for the academic discipline.

RECOMMENDED LITERATURE

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