

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
Sumy National Agrarian University  
Occupational Safety and Physics Department  
Engineering and Technology Faculty

**MODULE SYLLABUS**

**Time Management**

Implemented in the «*Agricultural Engineering*» Academic Program  
Area of specialization 208 «Agricultural Engineering»  
at the second (master's) level of higher education

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Module syllabus agreed at the Occupational Safety and Physics Department Meeting	Minutes No 10 dated June 5 2023
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**Approved by:**

Guarantor of the Academic program

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**Syllabus review data:**

The academic year in which changes are made	The Academic program attachment number with changes description	Changes revised and approved		
		Minutes No and date of the department meeting	Head of Department	Guarantor of the Academic program

## 1. MODULE OVERVIEW

1.	Title	Time Management		
2.	Faculty/Department	Engineering and Technology Faculty/ Occupational Safety and Physics Department		
3.	Type	selective		
4.	Level of the National Qualifications Framework	7		
5.	Semester and duration of module	2 semester, weeks		
6.	ECTS credits number	5		
7.	Total workload and time allotment	Directed study		Self-directed study
		Lectures	Practicals	
		30	30	-
8.	Language of instruction	English		
9.	Module leader	Khvorost T.V.		
10.	Module leader contact information	Occupational Safety and Physics Department, and the auditorium of the department 307m, <a href="mailto:khvorost.t83@gmail.com">khvorost.t83@gmail.com</a>		
11.	Module description	The focus in the educational component is on the study and assimilation of techniques and techniques of time management, which allow to protect precious time, to distribute it more rationally and so that it is faster to achieve their goals.		
12.	Module aim	The purpose of the educational component is the formation of systematic knowledge and practical skills of effective planning of time at personal and corporate levels, as well as mastering methods and rules of achieving personal efficiency by self -motivation and Placing priorities.		
13.	Module Dependencies	is based on studied disciplines: Communications in the international environment. The component is the basis for Management, marketing and intellectual property, Reasoning of engineering and technological solutions		
14.	The policy of academic integrity	Adherence to academic integrity in the course is based on the intra-university system of prevention and detection of academic plagiarism. The main requirements for the course include - links to sources of information in the case of the use of ideas, developments, statements, information; providing reliable information about the results of their own educational (scientific, creative) activities, used research methods and sources of information. Verification of texts for uniqueness is carried out by the same means for all applicants.		
15.	Link in Moodle	<a href="https://cdn.snau.edu.ua/moodle/course/view.php?id=4728">https://cdn.snau.edu.ua/moodle/course/view.php?id=4728</a>		

## 2. CORRELATION BETWEEN MODULE LEARNING OUTCOMES (MLOs) AND PROGRAM LEARNING OUTCOMES (PLOs)

<b>MLOs:</b> On successful completion of the module the learner will be able to:	<b>PLOs</b>	<b>How assessed</b>
	<b>PLOs</b>	
MLOs 1. Use the methods of setting goals		Practical work
MLOs 2. Develop long -term, short - term and plans for the day		Discussion, group work
MLOs 3. Apply the methods and tools of time planning and its control at personal, team and corporate levels		Survey/ Testing on the topics worked out
MLOs 4. Allocate resources for effective self -organization		Intermediate control
MLOs 5. Use your own time planning technologies, current day planning principles		Practical work, designing a glider layout
MLOs 6 Distribute resources for efficient self -motivation		Survey/ Testing on the topics worked out
MLOs 7. Apply methods and methods of setting priorities for importance and urgency.		Practical work
MLOs 8. Use the skills of organizing work and implementing management decisions, effectively distributing time at a corporate level		Discussion, group work

### 3. MODULE INDICATIVE CONTENT

Topics	Distribution of hours			Learning resources
	Directed study		Self-directed study	
	Lect.	Pract.		
<p>Topic 1. Fundamentals of Time Management</p> <ol style="list-style-type: none"> <li>1. Time Management as a system.</li> <li>2. Proactive and reactive approaches to life.</li> <li>3. Values as the basis of goal setting.</li> <li>4. Entires and key areas of life.</li> <li>5. Approaches to defining goals. Life Management and life goals</li> </ol>	2	2	13	[1, 2, 7, 9]
<p>Topic 2. Timing as a personal time accounting system</p> <ol style="list-style-type: none"> <li>1. Time as a non -renewable resource.</li> <li>2. Time absorbers. Ways to minimize inefficient use of time</li> <li>3. Chronometer as a system of accounting and control of time spending.</li> <li>1. 4. Analysis of own efficiency. Classification of time spent.</li> </ol>	4	4	11	[2, 4, 7, 10, 11]
<p>Topic 3. Planning</p> <ol style="list-style-type: none"> <li>1. Definition of concepts, tasks.</li> <li>2. Contextual planning.</li> <li>3. Long -term planning.</li> <li>4. Planning of the day. Structured attention and planning horizons.</li> <li>1. 5. Planning system based on the method of structured attention.</li> </ol>	4	4	11	[1, 2, 8, 12]
<p>Topic 4. Inspection of tasks and its role in decision making</p> <ol style="list-style-type: none"> <li>1. The essence of inspection of tasks in time management. Basic concepts and definitions.</li> <li>2. Tools to create inspection.</li> <li>3. Two-dimensional graphics as a tool for planning and control in time management.</li> <li>4. Main Management.</li> </ol>	4	4	11	[1, 2, 3, 9, 8]
<p>Topic 5. Priorities. Optimization of time spent.</p> <ol style="list-style-type: none"> <li>1. Definition and essence of priority placement in time management.</li> <li>2. Basic ways and methods of setting priorities in time management. Eisenhower matrix as a tool for setting priorities. Priority criteria. Multicriteria evaluation method</li> <li>3. Determining the priority of long -term goals</li> <li>4. Determining the priority of current tasks</li> <li>5. Pareto law. Use 2 Principal 80/20 when organizing personal time planning. Stages of using the Pareto principle</li> <li>6. Getting rid of imposed urgency and importance. Defense strategies. Defense strategies</li> <li>7. ABC-chronicle. Priority of tasks at the time accounting stage. Fixing attention on the main tasks. Measurement and clarity of results activity.</li> </ol>	4	4	11	[1, 2, 5, 6]

<p>Topic 6. Technologies for achieving results.</p> <ol style="list-style-type: none"> <li>1. A competent distribution of workload as a basis for success and efficient work.</li> <li>2. Human performance and biorhythms. The impact of daily rhythms on the distribution of working load.</li> <li>3. Rules for organizing an effective rest. Rules of effective rest of the experience.</li> <li>4. Effective sleep.</li> <li>5. How to adjust yourself to solving problems: methods and methods of self -launch. Steps to set an "anchor"</li> <li>6. Creative laziness. Rules of creative laziness</li> <li>7. Self -motivation as an effective solution to great time - consuming tasks.</li> <li>8. Solution of small unpleasant tasks. A way to solve small unpleasant cases. Control over the execution of by the help of "daily affairs tables"</li> </ol>	4	4	11	[1, 2, 4, 9, 13, 15]
<p>Topic 7. Corporate time management</p> <ol style="list-style-type: none"> <li>1. The need for corporate introduction of time management</li> <li>2. Prerequisites and Definition of Corporate Time Management</li> <li>3. Time Management in the Corporate University Program</li> <li>4. Corporate TM Standard TM regulations and command arrangements. Planning rules in diary. "Things" as carriers of corporate standards</li> </ol>	4	4	11	[1, 2, 4, 9]
<p>Topic 8. Computerization of time management</p> <ol style="list-style-type: none"> <li>1. Flexible and rigid planning in MS Outlook. Setting up the calendar display with the task panel. Thin ways of installing reminders.</li> <li>2. Placement of priorities.</li> <li>3. Setting up a submission user. Auto formatting rules. Autoformat</li> <li>4. Convenient grouping of tasks of creation of categories. Setting up the group of the submission user. Identification of personal "Kairos" and creation of a system of categories. Setting up sorting for user imagination.</li> <li>5. Planning by the method "day - week". What if the task has a time of execution, but it is not rigid? Transfer of a task from one category to another.</li> <li>6. Inspection of terms of tasks. Setting up fields for user imagination.</li> <li>7. Control over the assigned tasks. Tasks left in the list for control. Analysis of tasks completed</li> </ol>	4	4	11	[1, 2, 5, 9, 11, 15]
<b>Всього</b>	<b>30</b>	<b>30</b>	<b>90</b>	

#### 4. TEACHING AND LEARNING METHODS

MLOs	Teaching methods (directed study)	Hours	Learning methods (self-directed study)	Hours
MLO 1	Teaching lecture material. Discussion Work in practical classes	7	Elaboration of lectures. Studying the material for independent mastery. Performing tasks the implementation of which was started in a practical session	13
MLO 2	Teaching lecture material. Showing examples of problem solving at lectures Discussion Brainstorming Work in practical classes Consultations	7	Elaboration of lectures. Studying the material for independent mastery. The implementation of the tasks, the implementation of which was started in the practical session	11
MLO 3	Teaching lecture material. Discussion Work in practical classes	7	Elaboration of lectures. Studying the material for independent mastery. Performing tasks the implementation of which was started in a practical session	11
MLO 4	Teaching lecture material. Work in practical classes Consultations	7	Elaboration of lectures. Studying the material for independent mastery. Execution of tasks, the implementation of which has been started in a practical session	11
MLO 5	Teaching lecture material. Showing examples of problem solving in lectures and practical classes. Discussion Work in practical classes Consultations	8	Elaboration of lectures. Studying the material for independent mastery. The implementation of the tasks, the implementation of which was started in the practical session	11
MLO 6	Teaching lecture material. Work in practical classes	8	Elaboration of lectures. Studying the material for independent mastery. The implementation of the tasks, the implementation of which was started in the practical session	11
MLO 7	Teaching lecture material. Show examples solving tasks in lectures and practical classes. Work in practical classes Consultations	8	Elaboration of lectures. Studying material for self-mastery. The implementation of tasks, the implementation of which was started in the practical session.	11
MLO 8	Teaching lecture material. Showing examples of problem solving in lectures and practical classes. Discussion Work in practical classes Consultations	8	Elaboration of lectures. Studying the material for independent mastery. The implementation of the tasks, the implementation of which was started in the practical session	11



## 5. ASSESSMENT

### 5.1. Summative assessment

#### 5.1.1. Intended learning outcomes methods:

No	Summative assessment methods	Grades	Deadline
1.	Defense of practicals work	35	4,6, 8, 10, week
2.	Survey / Testing on processed topics (multiple choice test)	30	2, 10, 12,14 week
3.	Attestation (multiple choice test)	15	according to the schedule of the educational process
4.	Development of a glider layout	20	16-18week

#### 5.1.2 Grading criteria

Summative assessment method	Unsatisfactory	Satisfactory	Good	Excellent
Defense of practicals work	<18 Grades	18-23 Grades	24-30 Grades	31-35 Grades
	Task not completed	Most requirements are met, but some components are missing or insufficiently disclosed, there is no analysis of other approaches to the issue	All requirements of the task are fulfilled	All requirements of the task are fulfilled, creativity, thoughtfulness is shown, own solution of a problem is offered
Survey / Testing on processed topics (multiple choice test)	<22 Grades	23-25 Grades	26-28 Grades	30 Grades
	<60% correct answers	60-74 % correct answers	75-89 % correct answers	90-100 % correct answers
Attestation (multiple choice test)	<7 Grades	7-10 Grades	10-13 Grades	15 Grades
	<60% correct answers	60-74 % correct answers	75-89 % correct answers	90-100 % correct answers
Development of a glider layout	<12 Grades	12-15 Grades	15-18 Grades	20 Grades
	Task not completed	Most requirements are met, but some components are missing or insufficiently disclosed, there is no analysis of other approaches to the issue	All requirements of the task are fulfilled	All requirements of the task are fulfilled, creativity, thoughtfulness is shown, own solution of a problem is offered

## 5.2. Formative assessment

Formative exercises are designed to enable students to develop particular aspects of their learning, prior to summative assessments. Formative exercises are designed to help students use feedback and self-reflection to manage and develop their learning so that they can see how to improve their work.

<b>N<sup>o</sup></b>	<b>Formative Assessment elements</b>	<b>Date</b>
1	Passing the certification test and module control with feedback from the teacher	according to the schedule of the educational process
2	Verbal feedback from the teacher during classes	during classes
3	Consultations, verbal feedback from the teacher during work on the layout of the glider	during classes
4	Written survey / testing for studied topics (multiple choice test)	4,6, 8 week
5	Written feedback on the developed layout of the glider	Within 2 weeks after assembly

## LEARNING RESOURCES

### Основні джерела

1. Campbell G. Time Management: The 8 Laws of Time Management. N.Y.: CreateSpace Independent Publishing Platform, 2017. 68 p.
2. Davis R. Time Management: How to Find the Time and Motivation to be Productive and Get Things Done. N.Y.: CreateSpace Independent Publishing Platform, 2017. 66 p.
3. Godefroy Ch. The Complete Time Management System. N.Y.: Positive Club, 2016. 282 p.
4. Gopi S. Time Management: Step by Step Skill. Development Guide to Increase Productivity, Focus and End Procrastination. Nashville (Indiana): Unlimited, 2016. 58 p
5. Kevin Kruse (2015). 15 Secrets Successful People Know About Time Management [15 Secrets Successful People Know About Time Management \(PDF\) \(pdfroom.com\)](#)
6. [9781907078606\\_16416-PBK-TIME \(pocketbook.co.uk\)](#)
7. [Time Management \(amanet.org\)](#)
8. Time Management - Personal Psu 2011. 83 p. <https://pdfroom.com/books/time-management-personal-psu/avd94o085KD>

