**PJSC 'Higher Educational Institution
'Interregional Academy of Personnel Management"**

МАУП

**SYLLABUS OF THE ACADEMIC DISCIPLINE
'TIME MANAGEMENT"**

Speciality: D3 Management

Educational level: first (bachelor's) level

Study programme: Management

MAUP 2025

General information about the academic discipline

Name of the academic course	" Time Management "
Code and name of the speciality	D3 'Management'
Level of higher education	first (bachelor's) level of Higher Education
Status of the discipline	Optional
Number of credits and hours	3 credits / 90 hours Lectures: 20 Seminar classes: 14 Independent work of students: 56
Terms of study of the discipline	semester
Language of instruction	Ukrainian
Type of final assessment	Credit
Page of the discipline on the website	https://ks.maup.com.ua/en/pro-nas/akredytacija/akredytacija-menedzhment-2026

General information about the lecturer. Contact information

KONONOV IVAN OLEKSANDROVICH	
Scientific degree	Candidate of Sciences
Academic title	Associate Professor
Position	Associate Professor of the Department of Management
Disciplines taught by NPP	Basics of entrepreneurial activity Basics of business management Operational management Basics of scientific research in management Motivational management
Areas of scientific research	Improvement of methods of economic analysis of enterprises, management decision-making in conditions of uncertainty
Links to identifier registers for scientists	Google Scholar https://scholar.google.com.ua/citations?user=b1XA85sAAAAJ&hl=uk&oi=sra
Contact information of the lecturer :	

E-mail:	i.a.kononov@ukr.net
Contact phone number	+380673761087
The teacher's portfolio on the website of the department /Institute /Academy	https://kh.maup.com.ua/

Course annotation. In today's business environment, the ability to manage time is a key soft skill competence. A specialist who has time management demonstrates reliability, manages to complete tasks on time without losing quality and maintains high motivation even during intense loads.

The subject of the academic discipline «Time management» is a system of regularities, principles and methods of conscious control over time, aimed at increasing the efficiency of activities, achieving strategic goals and optimizing the use of human resources.

The purpose of studying the discipline is to form a system of theoretical knowledge and practical competences among students regarding the effective management of their own time resource, mastering the tools of strategic and operational planning, as well as developing the ability to self-organize and increase personal productivity in professional activities and everyday life.

Tasks of the educational discipline: mastering the methodological foundations of goal setting and prioritization of tasks using matrix methods, mastering modern tools of operational and strategic planning, studying diagnostic techniques and neutralization of «time absorbers, acquiring skills in using digital technologies to control deadlines, as well as forming individual strategies for preserving life balance and preventing professional burnout.

Prerequisites of the academic discipline. To successfully complete the course, you need to have knowledge and practical skills in the discipline «Basics of management», «Personnel management», «Self-management».

Post-requisites of the academic discipline. Self-organization and planning competencies formed during the course are a prerequisite for mastering project management, strategic management and operational marketing, and become the foundation for a successful career in any field thanks to the ability to act effectively in conditions of tight deadlines and multitasking.

Content of the academic discipline (full-time education)

№	Topic name	Teaching methods/

		assessment methods
CONTENT MODULE 1. **THE ESSENCE, COMPONENTS AND DIRECTIONS OF TIME MANAGEMENT**		**Teaching methods:** verbal (educational lecture; conversation; educational discussion); inductive method; deductive method; analytical method; synthetic method; practical (working with economic models, statistics, graphs); Explanatory and illustrative; reproductive; problem presentation method; partially-search; Research; interactive methods (analysis of economic situations; discussions, debates; brainstorming; situational modeling; practice of modeling skills); case method (analysis of real economic situations, search for problems, proposal of solutions, construction of models); modeling of professional activity (building economic models, forecasting, scenario modeling).
Topic 1.	The essence, content, conditions of emergence and tasks of time management as a component of the science of self-management	
Topic 2.	A systematic approach to the problem of managing own resources	
Topic 3.	Business career management	
Topic 4.	Praxeology as a science of the effectiveness of human activity	
Topic 5.	Development of managerial potential	
CONTENT MODULE 2. **SELF-MANAGEMENT TECHNIQUES**		
Topic 6.	Self-management techniques in time management	
Topic 7.	Formation of emotional competence of the manager	
Topic 8.	Business rhetoric	
Topic 9.	Increasing the efficiency of working with information and forming a personal communication system	
Topic 10.	A systematic approach in stress management	
		Assessment methods: oral control (oral survey, evaluation of participation in discussions, other interactive learning methods); written control (control, independent works, analytical tasks, essays); test control (closed form tests: test alternative, test compliance, data and model analysis tasks); self-control and self-assessment method; assessment of case tasks; assessment of project and laboratory works (simulation of economic processes, forecasting).
Modular test		
Form of assessment: credit		

Technical facilities and/or software. In the educational process, classrooms, a library, a multimedia projector and a computer are used to conduct lecture and seminar classes with elements of the presentation. Studying certain topics and performing practical tasks requires access to information from the worldwide Internet, which is provided by a free Wi-Fi network.

Forms of control methods.

Control of the success of education seekers is divided into current and final (semester).

Current control is carried out during practical and seminar classes. Its purpose is systematic verification:
- understanding and assimilation of the theoretical foundations of economic processes;
- ability to apply knowledge to build models and analyze economic data;
- skills in diagnosis and forecasting of economic processes;
- use of specialized software for modeling and processing statistical data.

Forms of student participation in the educational process, which are subject to current control:
- speeches and presentations on the analysis of economic processes;
- oral reports on the analysis of economic cases;
- addendum, questions to who answers;
- systematic work in seminar classes and activity during discussions;
- participation in discussions, brainstorming, interactive forms of classes;
- analysis of economic data, statistical indicators, economic and mathematical models;
- written assignments (control papers, test papers, analytical and abstract papers);
- preparation of notes, theses, analytical notes;
- independent study of discipline topics and lecture materials.

Current control methods:
- oral control (survey, conversation, report, message);
- written control (control work, analytical report, abstract, performance of tasks for building models or processing statistics);
- combined control (oral and written combination to assess understanding and practical skills);
- presentation of independent work or case analysis;
- observation of activity and participation in practical classes;
- test control (closed and open tasks, analysis of graphs and models);
- work with problem situations (analytical cases, scenario modeling of economic processes).

Assessment system and requirements.
Table of distribution of points received by students of higher education*

Topics	Ongoing knowledge assessment										Final control		Total number of points
											Modular control work	Credit **	
	Topic 1	Topic 2	Topic 3	Topic 4	Topic 5	Topic 6	Topic 7	Topic 8	Topic 9	Topic 10	20	20*	100
Work in a seminar class	3	3	3	3	3	3	3	3	3	3			
Independent work	3	3	3	3	3	3	3	3	3	3			

*The table contains information about the maximum points for each type of academic work of a higher education applicant.

When assessing the mastery of each topic for the current academic activity, applicants are given grades based on the approved assessment criteria for the relevant discipline.

The criteria for assessing the learning outcomes of students and the distribution of points they receive are regulated by the Regulations on the Assessment of Academic Achievement of Higher Education Students at PJSC 'Higher Educational Institution 'MAUP".

Modular control is carried out in the last class of the module in written form, in the form of a test.

Criteria for assessing the modular test in the academic discipline "Time management":

When assessing the modular test, the volume and correctness of the tasks are taken into account:

- a grade of 'excellent' (A) is given for the correct completion of all tasks (or more than 90% of all tasks);

- a 'good' (B) grade is given for completing 80% of all tasks;

- a 'good' (C) grade is given for completing 70% of all tasks;

- a 'satisfactory' (D) grade is given for correctly completing 60% of the proposed tasks;

- A grade of 'satisfactory' (E) is given for the correct completion of more than 50% of the proposed tasks.

- A grade of 'unsatisfactory' (FX) is given for the completion of less than 50% of the tasks.

Failure to attend the module test results in 0 points.

The above grades are converted into rating points as follows:

«A» - 18-20 points;

«B» - 16-17 points;

«C» - 14-15 points;

«D» - 12-13 points.

«E» - 10-11 points;

«FX» - less than 10 points.

Final Semester Assessment

The final semester assessment in the course "Time management" is a mandatory component of evaluating students' learning outcomes. It is conducted within the timeframe established by the academic calendar and covers the full scope of material defined by the course syllabus.

The final assessment is conducted in the form of a test. Only students who have completed all required coursework and assessment tasks are admitted to the final semester assessment.

The final grade is determined based on the student's academic performance throughout the semester. It consists of:

• points accumulated through continuous assessment;

• incentive (bonus) points awarded in accordance with institutional regulations.

Students who have completed all required tasks and obtained 60 points or higher receive the corresponding final grade without additional testing.

Students who have completed all required tasks but obtained fewer than 60 points, as well as those wishing to improve their grade, are required to complete a final test administered during the last scheduled class of the semester.

Assessment of Additional (Individual) Learning Activities

Additional (individual) learning activities include participation in: scientific conferences; student research groups and academic clubs; problem-focused research groups; preparation of academic publications; national academic Olympiads and competitions; international competitions and other scholarly activities exceeding the requirements of the course syllabus.

By decision of the department, students who actively participate in research activities or complete additional individual academic tasks may be awarded incentive (bonus) points for the respective educational component.

Assessment of Independent Study

The total number of points obtained for independent study constitutes an integral component of the overall academic performance in the course.

Independent work for each topic, in accordance with the course syllabus, is assessed within a range of 0 to 3 points, based on standardized and generalised assessment criteria evaluating the level of knowledge acquisition and analytical competence.

Assessment scale for independent work (individual assignments) assessment criteria.

Maximum possible grade for independent work (individual assignments)	Level of implementation			
	Excellent	Good	Satisfactory	Unsatisfactory
3	3	2	1	0

Assessment forms include: ongoing assessment of practical work; ongoing assessment of knowledge acquisition based on oral answers, reports, presentations and other forms of participation during practical

(seminar) classes; individual or group projects requiring the development of practical skills and competences (optional format); solving situational tasks; preparing summaries of independently studied topics; testing or written exams; preparing draft articles, conference abstracts and other publications; other forms that ensure comprehensive mastery of the curriculum and contribute to the gradual development of skills for effective independent professional (practical, scientific and theoretical) activity at a high level.

To assess the learning outcomes of higher education students during the semester, a 100-point, national and ECTS assessment scale is used

Final assessment scale: **national and ECTS**

Total points for all types of educational activities	ECTS rating	Assessment on a national scale	
		for exams, course projects (assignments), practical training	for credit
90 – 100	A	excellent	passed
82 – 89	B	good	
75 – 81	C		
68 – 74	D	satisfactory	
60 – 67	E		
35 – 59	FX	unsatisfactory with the possibility of retaking the exam	Failed with the possibility of retaking the exam
0 – 34	F	unsatisfactory with mandatory retaking of the course	Failed with mandatory retaking of the course

Course policy.
To successfully master the course «Time management»:
- regularly attend lectures and practical classes;
- systematically, systematically and actively work in lectures and practical classes;
- practice missed classes or unsatisfactory grades obtained in classes;
- perform in full the tasks required to be prepared by the teacher, their proper quality;
- perform control and other independent work;
- adhere to the norms of academic behavior and ethics.

The course «Time management» involves the assimilation and observance of the principles of ethics and academic integrity, in particular, the focus on preventing plagiarism in any of its manifestations: all works, reports, essays, essays and presentations must be original and author's, not overburdened with quotes, which must be accompanied by references to primary sources. Violations of academic integrity are considered: academic plagiarism, self-plagiarism, fabrication, falsification, write-off, deception, bribery, biased assessment.

Recommended sources of information.
Basic literature:
1.Allen D. How to organize affairs. The Art of Stress-Free Performance (Getting Things Done). Kyiv: KM-Bux, 2021. 336 p.
2.Tracy B. Do it now 21 great ways to overcome procrastination and get it all done in less time. Kyiv: Family Leisure Club, 2022. 160 p.
3.Covey S. R. 7 habits of extremely effective people. Kyiv: Family Leisure Club, 2022. 384 p.
4.Seivert L. It's your turn, Mr. Fritz! The art of time management. Kyiv: Osnovy, 2020. 216 p.
5.Morgenstern D. Time management. The art of planning and managing your time and life. Kyiv: Center for Educational Literature, 2021. 256 p.

Additional literature:

1.Clear D. Atomic habits. An easy and proven way to acquire good habits and get rid of bad ones. Kyiv: Our Format, 2022. 304 p.

2.Newport K. Focused work. How to tame attention and succeed in a diffused world. Kyiv: Our Format, 2021. 248 p.

3.Harris D. 10% happiness. How to tame an irrepressible voice in the head and reduce stress. Kyiv: Yakaboo Publishing, 2020. 288 p.

4.Loer D., Schwartz T. Life at full capacity. Energy management — is the key to high efficiency. Kyiv: Fabula, 2021. 240 p.

Electronic resources:

1.Todoist Blog /Productivity Resource — knowledge base on planning methods (Eat that frog, Time Blocking). URL: https://todoist.com/productivity-methods.

2.Trello Guide to Productivity — a guide to using visual Kanban boards for personal tasks. URL: https://trello.com/guide.

3.Coursera /Google Project Management — time management courses in the project environment. URL: https://www.coursera.org/.

4.Notion Templates — library of ready-made systems for time management and note-taking. URL: https://www.notion.so/templates.

5.MindTools: Time Management — is an interactive resource for testing and improving self-organization skills. URL: https://www.mindtools.com/pages/main/newMN_HTE.htm.