

*Approved by the Academic council  
of the Education programme  
“Foreign Languages and  
Intercultural Communication”  
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## Syllabus

Work smarter, not harder: time management for personal and professional productivity  
(N ECTS)

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Meeting Minute # \_\_\_dated \_\_\_\_\_ 2019

### 1. Course Description

#### a) Pre-requisites:

Work smarter, not harder: time management for personal and professional productivity is a two-module course designed for undergraduate students of the Foreign Languages and Intercultural Communication programme. To fulfill the requirements of the course students need to have a good command of written and spoken English (required CEFR language proficiency level is B2).

#### b) Abstract

Time management is considered to be a skill that should be mastered by all the individuals at all levels and in all walks of life. Some people keep extremely busy schedules that arise out of their educational requirements, office work, job duties or household chores. In order to avoid feeling stressed or pressurized due to work, it is required to effectively implement time management.

### 2. Learning Objectives

1. Gain and apply your knowledge and understanding of personal and professional awareness, organization and commitment;
2. Learn how to use specifically designed tools, methods and techniques in goal setting, prioritization, scheduling, and delegation to overcome time management challenges and enhance productivity.

### 3. Learning Outcomes

**By the end of this course, students will be able to:**

1. Learn to plan effectively to achieve your personal and professional goals;
2. Learn to recognize and overcome barriers to successful time management;

3. Identify specific time management tools and use them effectively;
4. Manage resources both effectively and efficiently;
5. Keep your sense of perspective to prevent and manage crises;
6. Learn to delegate effectively;
7. Learn to manage expectations and say “No” when appropriate.

#### 4. Course Plan

| № | Course section                      | Hours            |  | Learning Outcomes                                                                                                                                                   | Control                                                     |
|---|-------------------------------------|------------------|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|   |                                     | lectures         |  |                                                                                                                                                                     |                                                             |
|   |                                     | seminars         |  |                                                                                                                                                                     |                                                             |
|   |                                     | self-guided work |  |                                                                                                                                                                     |                                                             |
| 1 | Smart Work Habits Just Don't Happen | --               |  | Describe productive VS. unproductive work; learn three ways a plan makes you more productive; learn how to break up your work, prioritize tasks; create a work plan | Research portfolio Task 1 ( <i>See §6. Grading system</i> ) |
|   |                                     | --               |  |                                                                                                                                                                     |                                                             |
|   |                                     | 28               |  |                                                                                                                                                                     |                                                             |
| 2 | Time Is the Most Limited Resource   | --               |  | Gain understanding of the notion ‘work-life balance’; keep track of your time; calculate your strategic reserve time                                                | Research portfolio Task 2                                   |
|   |                                     | --               |  |                                                                                                                                                                     |                                                             |
|   |                                     | 28               |  |                                                                                                                                                                     |                                                             |
| 3 | Little Tips That Make a Big Impact  | --               |  | Estimate how much time is needed to complete every work item; effectively manage communications; understand your most and least productive times of day             | Research portfolio Task 3                                   |
|   |                                     | --               |  |                                                                                                                                                                     |                                                             |
|   |                                     | 28               |  |                                                                                                                                                                     |                                                             |
| 4 | Let's Bring It All Together         | --               |  | Manage multitasking                                                                                                                                                 | Research portfolio design                                   |
|   |                                     | --               |  |                                                                                                                                                                     |                                                             |
|   |                                     | 30               |  |                                                                                                                                                                     |                                                             |
|   | <b>Total hours:</b>                 | --               |  |                                                                                                                                                                     |                                                             |
|   |                                     | --               |  |                                                                                                                                                                     |                                                             |
|   |                                     | <b>114</b>       |  |                                                                                                                                                                     |                                                             |

## 5. Reading List

### a) Required

On-line course “Work Smarter, Not Harder: Time Management for Personal & Professional Productivity”

URL: <https://www.coursera.org/learn/work-smarter-not-harder>

Author: Margaret Meloni, MBA, PMP, Instructor, University of California, Irvine Extension

## 6. Grading System

$$O = 0,3*O_{\text{task1}} + 0,3*(O_{\text{task2}} + O_{\text{task3}}) + 0,4*O_{\text{exam}}$$

Research portfolio tasks 1, 2, 3 – not blocking, can be resat.

Exam – not blocking, can be resat.

**Research portfolio Task 1.** Make your own work plan for the next **two** study weeks (not less than 20 items must be included) using the following structure: priority, item, description, due date, who the work is for, steps to take (in details), estimate of time needed, start date. Maximum – 10 points.

**Research portfolio Task 2.** Create your own strategic reserve time chart of your studies based on your two weeks experience using the following structure: step 1 – estimate how much time in general during the week you have available for your studies; step 2 – estimate how much time you spend on regular duties (attending classes, preparing for classes, etc.), on additional activities (projects, students’ meetings, meetings with professors, etc.), on administrative tasks (emails, phone calls, etc.), on other activities related to your studies; step 3 – calculate how much strategic reserve time you have; step 4 – make conclusions (whether you can spend more time on studies or you should plan your week better and reduce some of the activities). Maximum – 5 points.

**Research portfolio Task 3.** Use the estimating table template to analyze at least 5 tasks you were to do for your studies. Give a detailed comment. Maximum – 5 points.

**The Research portfolio is carried out individually and submitted in hard-copy to the professor by December 1st.**

All the grades are rounded half up (arithmetic rounding) to the nearest whole numerical grade.

## 7. Examination Type

The exam will be held online in the LMS system.

Structure: 30 questions. Each correct answer weighs 1 point. Maximum: 30 points.

Test question types: multiple choice, gap-filling, true/false, open questions.

Sample exam questions:

1) What is strategic reserve time?

2) When you have tasks that are similar in nature, the most productive way to handle them is:

- Work on them during the same time period; you will be more productive because you are in the same mode.
- Never do too much of the same type of work on the same day.
- Place other dissimilar tasks in-between them so that you do not get bored.
- It does not really matter how you work as long as you finish your work.

Final exam grade will be calculated using the following formula:  
 $O_{exam} = O_{cumulated\ points} : 3$ . All the grades are rounded half up (arithmetic rounding) to the nearest whole numerical grade.

### **8. Methods of Instruction**

The course has got a blended format including contact hours with the professor and self-guided work.

### **9. Special Equipment and Software Support (if required)**

Standard technical equipment (PC+CPr) and requirements, including Wi-Fi access.