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MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN FEDERATION

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION

"MOSCOW POLYTECHNIC UNIVERSITY"
(MOSCOW POLYTECHNIC UNIVERSITY)

Faculty of Economics and Management

APPROVED BY
FEU Dean
/A. V. Nazarenko/
«27» February 2025

WORKING PROGRAM OF THE DISCIPLINE

«Time management»

Direction of training/specialty
38.03.01 Economy

Profile/specialization
International business and foreign economic

Qualification
bachelor

Forms of study
full-time

Moscow, 2025

1. Objectives of mastering the discipline

TO**main goals**mastering the discipline "Time Management" should include the formation of students' basic knowledge of the theoretical foundations and practical skills in the field of time management as an intangible resource, which is the basis for organizing effective activities both at the personal and corporate levels, mastering the basic skills of creating a personal accounting system, time planning, personal goal setting and prioritization of tasks

TO**main tasks**mastering the discipline "Time Management" should include:

- familiarization with the basic concepts, definitions, categories in the field time management;
- gaining knowledge about modern concepts, approaches, technologies rational organization of the use of time as an intangible resource for professional development;
- study of technologies for effective time management on a personal and corporate levels.

2. The place of the discipline in the structure of the bachelor's degree program

The discipline "Time Management" is one of the elective disciplines (B.1.DV) of the bachelor's degree program.

The discipline "Time Management" is interconnected logically and substantively-methodically with the following disciplines and practices of the OP:

- Project activities
- Cross-cultural management
- Fundamentals of Management

3. A list of planned learning outcomes for a discipline (module), correlated with the planned learning outcomes for the educational program programs.

As a result of mastering the discipline, students develop the following competence and the following learning outcomes must be achieved as a stage of developing the corresponding competence:

Code competencies	As a result of development the educational program the student must have	List of planned learning outcomes for the discipline

OK-6	ability to self-organization and self-education	**Know:** - conceptual framework of the course: definitions, concepts, terms related to the time management system; - elements of the time management system; - areas of application of time management technologies; **Be able to:** - see the relationship between individual elements of the time management system; - formulate goals and plan actions to achieve them using time management tools; **Own:** - goal setting skills; - tools for goal setting and planning actions to achieve them.
PC-2	possession of various ways of resolution conflict situations during design interpersonal, group and organizational communications based modern technologies personnel management, including in an intercultural environment	**Know:** - features of using time management technologies in personal and corporate activities. **Be able to:** - integrate the acquired knowledge in the field of time management into the practice of their daily activities. **Own:** - skills of collecting, analyzing, and systematizing information on the topic of time management

4. Structure and content of the discipline

Full-time education:

The total workload of the discipline is**2**credit units, i.e.**72** academic hours (of which 36 hours are independent work of students).

Sections of the discipline "Time Management" are studied in the second year.

Fourth semester:lectures –18 hours, seminar classes – 18 hours, form of control – credit.

Part-time and part-time education:

The total workload of the discipline is**2**credit units, i.e.**72** academic hours (of which 36 hours are independent work of students).

Sections of the discipline "Time Management" are studied in the second year.

Fourth semester:lectures –18 hours, seminar classes – 18 hours, form of control – credit.

Correspondence course:

The total workload of the discipline is**2**credit units, i.e.**72** academic hours (of which 60 hours are independent work of students).

Sections of the discipline "Time Management" are studied in the second year.

Fourth semester:lectures –4 hours, seminars – 8 hours, form of control – credit.

The structure and content of the discipline "Time Management" in terms of deadlines and types of work are reflected in the appendix.

Contents of the discipline sections

Topic 1. The essence and definition of the concept of "time management". Goal setting

The concept and essence of time management, the history of the development of domestic time management, modern time management, time management as a system: basic levels.

Values as a basis for goal setting. A memoir as a tool for defining your basic values. Approaches to defining goals. “Life management” and life goals. Formulating goals: SMART criteria. SMART goals and supergoals: two strategies for achieving goals.

Topic 2. Timing.**Features of time as a resource** Features of time as a resource. Time absorbers: definition of the concept, main types of absorbers. Methods for minimizing ineffective time expenditure. Definition of the concept, essence and tasks of timing. Full timing technique. Short timing technique. Analysis of personal efficiency based on chronocard data. Classification of time expenditure.

Topic 3. Planning.

Heterogeneity of time: linear and nonlinear time. Two types of tasks. Definition of the concept of context. Main types of contexts. Definition of the concept and tasks of contextual planning. Contextual planning technique. Contextual planning tools. Planning the day. Three types of daily tasks: rigid, flexible, budgeted. Algorithm for planning daily tasks of different types.

Topic 4. Effective task overview in time management

The essence of task overview in time management. Basic concepts and definitions. Tools for creating task overviews: features and advantages of each group of tools. Checklists. Two-dimensional graphs.

Topic 5. Priorities. Definition, essence of prioritization in time management

Priority Setting Methods. Basic Priority Setting Methods and Techniques: Eisenhower Matrix, Multi-Criteria Assessment Matrix, Priority Criteria. Pairwise Comparison Method for Setting Priorities.

Prioritizing daily tasks using multi-criteria assessment.

Topic 6. Self-motivation. Distribution of workload Competent distribution of workload. Rules for effective rest. Effective sleep. Self-tuning for solving problems: methods, ways. Effective solution of large labor-intensive problems. Technique of working with "elephant" problems. Using SMART criteria for subtasks. Solving small unpleasant problems.

Topic 7. Corporate time management

Delegation of authority. Fundamentals of delegation. Main purposes and situations of delegation. Advantages and disadvantages of delegation of authority. Diagnostics and certification of TM skills: methodology. Corporate TM standards.

Topic 8. Technical tools for effective time management

Emergency time management. Analysis of time "absorbers" and their elimination. Determining the duration of unproductive work.

Topic 9. Computerization of time management

Flexible and strict planning in MS Outlook. Setting priorities. Setting up a custom view. Convenient task grouping.

5. Educational technologies

The methodology for teaching the discipline "Time Management" and the implementation of a competency-based approach in the presentation and perception of material provides for the use of the following active and interactive forms of conducting group, individual, classroom classes in combination with extracurricular work in order to form and develop the professional skills of students:

- lectures;
– preparation for seminars;
– preparation, presentation and discussion of reports at seminars;
– organization and implementation of current monitoring of students' knowledge in the form of testing.

The proportion of classes conducted in interactive forms is determined by the main goal of the educational program, the characteristics of the student body and the content of the discipline "Time Management" and, in general, for the discipline, is at least 50% of classroom classes.

6. Assessment tools for ongoing monitoring of academic performance, midterm assessment based on the results of mastering the discipline and educational and methodological ensuring independent work of students

The following assessment forms of independent work of students, assessment tools for ongoing monitoring of academic performance and midterm assessments are used in the learning process:

Assessment tools for ongoing monitoring of academic performance include test questions and assignments in the form of form testing, participation in a business game, and presentation of a report.

When performing current control, it is possible to use test material. Samples of control questions and tasks for conducting current control are provided in the appendix. When implementing the bachelor's degree program, the organization has the right to use e-learning and distance learning technologies. All materials are posted in the Moscow Polytechnic LMS (https://online.mospolytech.ru/course/view.php?id=10286).

When teaching individuals with disabilities, e-learning and distance learning technologies must provide the ability to receive and transmit information in forms accessible to them.

Samples of questions and tasks for conducting ongoing monitoring are provided in the appendix.

6.1. Fund of assessment tools for conducting interim certification students studying the subject (module).

6.1.1. List of competencies indicating the stages of their formation in the process of mastering the educational program.

As a result of mastering the discipline (module), the following competence is formed:

Code competencies	As a result of mastering the educational program, the student must have
OK-6	the ability to self-organize and self-educate
PC-2	mastery of various methods of resolving conflict situations when designing interpersonal, group and organizational communications based on modern personnel management technologies, including in an intercultural environment

In the process of mastering the educational program, this competence, including its individual components, is formed in stages during the mastery of disciplines (modules) and practices by students in accordance with the curriculum and the calendar schedule of the educational process.

6.1.2. Description of indicators and criteria for assessing competencies,

formed based on the results of mastering the discipline (module), description of scales assessments

The indicator for assessing competencies at various stages of their formation is the achievement by students of the planned learning outcomes in a discipline (module).

OK-6 -the ability to self-organize and self-educate				
Indicator	**Evaluation criteria**			
	2	**3**	**4**	**5**
Know: - conceptual course apparatus: definitions, concepts, terms, related to system organizations time; - elements of the system time management; - areas applications time-technology management; - peculiarities use time-technology management in personal and corporate activities.	Student demonstrates complete absence or insufficient correspondence the following knowledge: essence of concepts "half-management", "personal system half-management", "temporary resources", "temporary competence manager"; goals and functions and time-management; time-based methods management, algorithm planning; time tools management.	Student demonstrates incomplete correspondence the following knowledge: essence of concepts "time management" "personal system time management", "temporary resources", "temporary competence manager." goals and functions and time management, historically established and modern domestic and foreign concepts management time; methods time management, algorithm planning; time tools management; corporate time standards management. Allowed significant errors, manifests itself failure knowledge, in a number of indicators, student is experiencing significant difficulties with operating knowledge in their transfer to new	Student demonstrates partial correspondence the following knowledge: essence of concepts "time management" "personal system time management", "temporary resources", "temporary competence manager." goals and functions and time management, historically established and modern domestic and foreign concepts management time; methods time management, algorithm planning; time tools management; corporate time standards management. But they are allowed minor errors, inaccuracies, difficulties with analytical operations.	Student demonstrates complete correspondence the following knowledge: essence of concepts "half-management", "personal system half-management", "temporary resources", "temporary competence manager." goals and functions and time management, historically established and modern domestic and foreign concepts management time; methods time management, algorithm planning; time tools management; corporate time standards management.

		situations.		
Be able to: - see the connection separate elements of the system time management; - formulate goals and planning actions on them achievement, using time tools management; - integrate knowledge gained in the area organizations time in practice your everyday activities.	The student does not can or in insufficient degree can: conduct an audit of his time and analyze reasons for the deficit time; evaluate your real ones time reserves and rationally them use; distinguish between practice of the concept "control time" and "management time", choose the most effective methods management time; determine "absorbers" time and adjust process management time.	Student demonstrates incomplete correspondence the following skills: conduct an audit of his time and analyze reasons for the deficit time; evaluate your real ones time reserves and rationally them use; distinguish between practice of the concept "control time" and "management time", to choose most effective management methods time; to determine "absorbers" time and adjust management process time; determine priorities activities and set adequate goals; delegate low-key affairs level priority. Allowed significant errors, manifests itself failure skills, in a number of ways indicators, student is experiencing significant difficulties with operating skills in their transfer to new situations.	Student demonstrates partial correspondence the following skills: conduct an audit of his time and analyze reasons for the deficit time; evaluate your real ones time reserves and rationally them use; distinguish between practice of the concept "control time" and "management time", to choose most effective management methods time; to determine "absorbers" time and adjust management process time; determine priorities activities and set adequate goals; delegate low-key affairs level priority. The skills have been mastered, but are allowed minor errors, inaccuracies, difficulties with analytical operations, transfer skills for new ones, non-standard situations.	Student demonstrates complete correspondence following skills: to conduct audit your time and analyze reasons for the deficit time; evaluate your real ones time reserves and rationally them use; distinguish between practice of the concept "control time" and "management time", choose the most effective methods management time; determine "absorbers" time and adjust management process time; determine priorities activities and set adequate goals; delegate low-key affairs level priority. Free operates acquired skills, applies them in situations increased difficulties.
Own: - skills goal setting; - tools goal setting and planning actions on them	The student does not owns or in insufficient degree possesses knowledge and certain skills	Student has knowledge and certain skills planning and goal setting; knowledge and	Student partially owns knowledge and certain skills planning and goal setting;	Student at in full has knowledge and certain skills planning and goal setting;

achievement; - collection skills, analysis, systematization information on the topic organizations time.	planning and goal setting; knowledge and certain assessment skills and analysis of their temporary resources.	certain assessment skills and analysis of their time resources. Allowed significant errors, manifests itself failure mastery of skills by a number of indicators, Student is experiencing significant difficulties with application of skills in new situations.	knowledge and certain assessment skills and analysis of their time resources. The skills have been mastered, but are allowed minor errors, inaccuracies, difficulties with analytical operations, transfer skills for new ones, non-standard situations.	knowledge and certain assessment skills and analysis of their temporary resources. Free applies acquired skills in situations increased difficulties.

PC-2 -knowledge of various methods for resolving conflict situations during design interpersonal, group and organizational communications based on modern technologies of personnel management, including in an intercultural environment

Indicator	**Evaluation criteria**			
	2	**3**	**4**	**5**
Know: - peculiarities use time-technology management in personal and corporate activities.	Student demonstrates complete absence or insufficient correspondence the following knowledge: historically established and modern domestic and foreign concepts management time; corporate time standards management.	Student demonstrates incomplete correspondence the following knowledge: historically established and modern domestic and foreign concepts management time; corporate time standards management. Allowed significant errors, manifests itself failure knowledge, in a number of indicators, student is experiencing significant difficulties with operating knowledge in their transfer to new situations.	Student demonstrates partial correspondence the following knowledge: historically established and modern domestic and foreign concepts management time; corporate time standards management.. But they are allowed minor errors, inaccuracies, difficulties with analytical operations.	Student demonstrates complete correspondence the following knowledge: historically established and modern domestic and foreign concepts management time; corporate time standards management.
Be able to: - integrate knowledge gained in the area organizations	The student does not can or in insufficient degree can: determine	Student demonstrates incomplete correspondence the following skills:	Student demonstrates partial correspondence the following skills:	Student demonstrates complete correspondence following

time in practice your everyday activities.	priorities activities and set adequate goals; delegate low-key affairs level priority.	determine priorities activities and set adequate goals; delegate low-key affairs level priority. Allowed significant errors, manifests itself failure skills, in a number of ways indicators, student is experiencing significant difficulties with operating skills in their transfer to new situations.	determine priorities activities and set adequate goals; delegate low-key affairs level priority. The skills have been mastered, but are allowed minor errors, inaccuracies, difficulties with analytical operations, transfer skills for new ones, non-standard situations.	skills: to determine priorities activities and set adequate goals; delegate low-key affairs level priority. Free operates acquired skills, applies them in situations increased difficulties.
Own: - collection skills, analysis, systematization information on the topic organizations time.	The student does not owns or in insufficient degree possesses knowledge and certain skills effective use working hours.	Student has knowledge and certain skills effective use working hours. Allowed significant errors, manifests itself failure mastery of skills by a number of indicators, Student is experiencing significant difficulties with application of skills in new situations.	Student partially owns knowledge and certain skills effective use working hours. The skills have been mastered, but are allowed minor errors, inaccuracies, difficulties with analytical operations, transfer skills for new ones, non-standard situations.	Student at in full has knowledge and certain skills effective use working hours. Free applies acquired skills in situations increased difficulties.

Assessment scales for the results of midterm assessment and their description: ***Form of midterm assessment: credit.***

Midterm assessment of students in the form of a credit is carried out based on the results of completing all types of academic work stipulated by the curriculum for a given discipline (module), taking into account the results of current monitoring of academic performance during the semester. The assessment of the degree to which students have achieved the planned learning outcomes for a discipline (module) is carried out by the teacher conducting classes in the discipline (module) using the expert assessment method. Based on the results of midterm assessment for a discipline (module), a grade of "passed" or "failed" is given.

TO intermediate certifications are allowed only students, who have completed all types of academic work stipulated by the work program for the discipline "Time Management" (passed the midterm assessment)

Scale assessments	Description
Passed	All types of academic work provided by the curriculum have been completed. The student demonstrates that knowledge, skills, and abilities correspond to those given in the tables of indicators, operates with the acquired knowledge, skills, and abilities, and applies them in situations of increased complexity. At the same time, minor errors, inaccuracies, and difficulties in analytical operations, transfer of knowledge and abilities to new, non-standard situations may be allowed.
Not accepted	One or more types of academic work provided for by the curriculum are not completed. The student demonstrates incomplete compliance of knowledge, skills, abilities with those given in the tables of indicators, significant errors are made, a lack of knowledge, skills, abilities is demonstrated for a number of indicators, the student experiences significant difficulties in operating knowledge and skills when transferring them to new situations.

The assessment funds are presented in the appendix to the work program.

7. Educational, methodological and informational support of the discipline "Time management"

a) main literature:

1. Slinkova, O. K. Personal management: a textbook for universities / O. K. Slinkova. - Moscow: Yurait Publishing House, 2021. - 105 p. - (Higher education). - ISBN 978-5-534-13553-4. - Text: electronic // Educational platform Yurait [site]. - URL:https://urait.ru/bcode/476956

2. Gaiman, O. B. Time management: a tutorial / O. B. Gaiman. — Moscow: RTU MIREA, 2022. — 80 p. — Text: electronic // Lan: electronic library system. — URL:https://e.lanbook.com/book/256820

b) additional literature:

1. Savina, N. V. Time management in education: a teaching aid for universities / N. V. Savina, E. V. Lopanova. - Moscow: Yurait Publishing House, 2022. - 162 p. - (Higher education). - ISBN 978-5-534-12668-6. - Text: electronic // Educational platform Yurait [site]. - URL:https://urait.ru/bcode/496398

c) electronic educational resources:

1. When studying the discipline, the use of the electronic educational resource “Time-management" https://online.mospolytech.ru/course/view.php?id=10286

8. Material and technical support of discipline.

General lecture and seminar auditorium. Desks with benches, blackboard, portable multimedia system (projector, projection screen, laptop). Teacher's workplace: desk, chair.

9. Methodological instructions for students when working on notes lectures during the lecture

A lecture is a systematic, consistent, monologue presentation of educational material by a teacher, usually of a theoretical nature. When preparing a lecture, the teacher is guided by the working program of the discipline. During lectures, it is recommended to take notes, which will allow you to later recall the studied educational material, supplement the content during independent work with literature, and prepare for the test.

It is also necessary to pay attention to categories, formulations that reveal the content of certain phenomena and processes, scientific conclusions and practical recommendations, positive experience in oratory. It is advisable to leave fields in the working notes on which to make notes from the recommended literature, supplementing the material of the lecture listened to, and also emphasizing the special importance of certain theoretical positions.

Lecture conclusions summarize the teacher's thoughts on educational issues. The teacher provides a list of used and recommended sources for studying a specific topic. At the end of the lecture, students have the opportunity to ask the teacher questions on the lecture topic. Electronic multimedia presentations may be used when giving lectures on the subject.

Methodological instructions for students when working at a seminar

Seminars are implemented in accordance with the working curriculum with a consistent study of the topics of the discipline. In preparation for the seminars, the student is recommended to study the main literature, familiarize themselves with additional literature, new publications in periodicals: magazines, newspapers, etc. In this case, the teacher's recommendations and the requirements of the curriculum should be taken into account. It is also recommended to finalize your lecture notes, making appropriate notes from the literature recommended by the teacher and provided for by the curriculum. It is necessary to prepare theses for presentations on all academic issues brought up at the seminar.

Since the student's activity in seminar classes is the subject of monitoring his progress in mastering the course, preparation for seminars

classes require a responsible attitude. In interactive classes, students must be active.

Methodological instructions For students By organizations independent work

Independent work of students is aimed at independent study of a separate topic of the academic discipline. Independent work is mandatory for each student, its volume is determined by the curriculum. During independent work, the student interacts with the recommended materials with the participation of the teacher in the form of consultations. Methodological support is provided for the implementation of independent work. The electronic library system (electronic library) of the university provides the possibility of individual access for each student from any point where there is access to the Internet.

10. Methodological recommendations for the teacher (Methodological recommendations for preparing presentations)

A presentation (from the English word - presentation) is a set of color pictures-slides on a certain topic, which is stored in a file of a special format with the extension PP. The term "presentation" (sometimes they say "slide film") is associated, first of all, with the informational and advertising functions of pictures, which are designed for a certain category of viewers (users).

A multimedia computer presentation is:

- dynamic synthesis of text, images, sound; the most modern software
- interface technologies; interactive contact of the speaker with the
- demonstration material; mobility and compactness of information
- carriers and equipment; the ability to update, supplement and adapt
- information; low cost.
-

Rules for the design of computer presentations

General design rules

Many designers claim that there are no laws and rules in design. There are tips, recommendations, techniques. Design, like any kind of creativity, art, like any way for some people to communicate with others, like language, like thought, will bypass any rules and laws.

However, there are certain guidelines that should be followed, at least by beginning designers, until they feel the strength and confidence to create their own rules and guidelines.

Font design rules:

- Serif fonts are easier to read than grotesques (fonts without serifs); it
- is not recommended to use capital letters for body text.

-Font contrast can be created by: font size,
font thickness, style, shape, direction and color.

- Rules for choosing a color scheme.
- The color scheme should consist of no more than two or three
- colors. There are incompatible color combinations.
- The color black has a negative (gloomy) connotation.
- White text on a black background is hard to read (inversion is hard to read).

Presentation Design Guidelines

In order for the presentation to be well received by the audience and not to cause negative emotions (subconscious or quite conscious), it is necessary to follow the rules of its design.

A presentation involves a combination of different types of information: text, graphic images, music and sound effects, animation and video fragments. Therefore, it is necessary to take into account the specifics of combining fragments of information of different types. In addition, the design and demonstration of each of the listed types of information is also subject to certain rules. For example, for text information, the choice of font is important, for graphic information - brightness and color saturation, for the best joint perception of them, an optimal mutual arrangement on the slide is necessary.

Let's look at recommendations for the design and presentation of various types of materials on the screen.

Design of text information:

- font size: 24-54 points (heading), 18-36 points (regular text); font color
- and background color should contrast (text should stand out well) readable), but not jarring;

-font type: for body text, smooth sans serif font (Arial,
Tahoma, Verdana), a decorative font can be used for the title if it is easy to read;

-italic, underline, bold, capital letters recommended
use only to highlight a piece of text.

Design of graphic information:

-drawings, photographs, diagrams are intended to complement the text information or convey it in a more visual form;

-It is advisable to avoid drawings in the presentation that do not carry any semantic meaning loads, if they are not part of the stylistic design;

-the color of graphic images should not contrast sharply with the overall slide styling;

- It is recommended that illustrations be accompanied by explanatory text; if
- a graphic image is used as a background, then the text on

This background should be easy to read.

Content and location of information blocks on the slide:

-there shouldn't be too many information blocks (3-6);

-the recommended size of one information block is no more than1/2 slide size;

-It is desirable to have blocks with different types of information on the page (text, graphs, diagrams, tables, pictures), complementing each other;

- keywords in the information block must be highlighted; information
- blocks are best placed horizontally, linked by

the blocks make sense - from left to right;

-the most important information should be placed in the center of the slide;

-the logic of presenting information on slides and in the presentation should correspond to the logic of its presentation.

In addition to the correct placement of text blocks, you must not forget about their content - the text. It should not contain any spelling errors. You should also take into account the general rules for text formatting.

After creating a presentation and designing it, it is necessary to rehearse its presentation and your performance, check how the presentation will look as a whole (on a computer screen or projection screen), how quickly and adequately it is perceived from different places in the audience, with different lighting, noise accompaniment, in an environment as close as possible to the real conditions of the performance.

The work program is based on the Federal State Educational Standard of Higher Education in the field of bachelor's degree training 38.03.02 "Management", approved by the order of the Ministry of Education and Science of the Russian Federation dated 12.01.2016 No. 7 (as amended on 13.07.2017).

Appendix 1

Structure and content of the discipline
"Time management"
in the field of study 38.03.02 "Management" (bachelor)
educational program "Organization Management"
Full-time education

Chapter	Semester	Week semesters	Types of educational work, including independent students' work, and labor intensity in hours					Types of independent works students					Forms certification and	
			L	P/C	Lab	SR WITH	KSR	K.R.	K.P.	TO/R	T	DS	E	Z
Topic 1. The essence and definition of the concept of "time management". Goal setting.	4	1-2	2	2		4						+		
Topic 2. Timing. Features of time as a resource	4	3-4	2	2		4						+		
Topic 3. Planning.	4	5-6	2	2		4								
Topic 4. Effective task overview in time management	4	7-8	2	2		4						+		
Topic 5. Priorities. Definition, essence of prioritization in time management	4	9-10	2	2		4						+		
Topic 6. Self-motivation. Distribution of workload	4	11-12	2	2		4						+		
Topic 7. Corporate time management	4	13-14	2	2		4						+		
Topic 8. Technical tools for effective time management	4	15-16	2	2		4						+		
Topic 9. Computerization of time management	4	17-18	2	2		4								
Certification form												1		Z
Total hours per discipline			18	18		36								

Structure and content of the discipline
"Time management"
in the field of study 38.03.02 "Management" (bachelor)
educational program "Organization Management"
Part-time and part-time education

Chapter	Semester	Week semesters	Types of educational work, including independent students' work, and labor intensity in hours					Types of independent works students					Forms certification and	
			L	P/C	Lab	SRS	KSR	K.R.	K.P.	K/R	T	DS	E	Z
Topic 1. The essence and definition of the concept of "time management". Goal setting.	4	1-2	2	2		4						+		
Topic 2. Timing. Features of time as a resource	4	3-4	2	2		4						+		
Topic 3. Planning.	4	5-6	2	2		4								
Topic 4. Effective task overview in time management	4	7-8	2	2		4						+		
Topic 5. Priorities. Definition, essence of prioritization in time management	4	9-10	2	2		4						+		
Topic 6. Self-motivation. Distribution of workload	4	11-12	2	2		4						+		
Topic 7. Corporate time management	4	13-14	2	2		4						+		
Topic 8. Technical tools for effective time management	4	15-16	2	2		4						+		
Topic 9. Computerization of time management	4	17-18	2	2		4								
Certification form												1		Z
Total hours per discipline			18	18		36								

Structure and content of the discipline
"Time management"
in the field of study 38.03.02 "Management" (bachelor)
educational program "Organization Management"
Correspondence course

Chapter	Semester	Week semesters	Types of educational work, including independent students' work, and labor intensity in hours					Types of independent works students					Forms certification and	
			L	P/C	Lab	SRS	KSR	K.R.	K.P.	K/R	T	DS	E	Z
Topic 1. The essence and definition of the concept of "time management". Goal setting.	4		1			7						+		
Topic 2. Timing. Features of time as a resource	4		1	1		6						+		
Topic 3. Planning.	4		1	1		6								
Topic 4. Effective task overview in time management	4		1	1		6						+		
Topic 5. Priorities. Definition, essence of prioritization in time management	4			1		7						+		
Topic 6. Self-motivation. Distribution of workload	4			1		7						+		
Topic 7. Corporate time management	4			1		7						+		
Topic 8. Technical tools for effective time management	4			1		7						+		
Topic 9. Computerization of time management	4			1		7								
Certification form												1		Z
Total hours per discipline			4	8		60								

Appendix 2 to
work program

MINISTRY OF EDUCATION AND SCIENCE OF THE RUSSIAN FEDERATION

FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION OF HIGHER EDUCATION

"MOSCOW POLYTECHNIC UNIVERSITY"

(MOSCOW POLYTECHNIC)

Direction of training: 38.03.02 "Management"

OP (educational program): "Organization Management"

Form of study: full-time, part-time, correspondence

Type of professional activity: organizational and managerial, informational analytical, entrepreneurial

Department:**"Management"**

ASSESSMENT TOOLS FUND

BY DISCIPLINE

"Time management"

Composition: 1. Passport of the appraisal fund

2. Description of assessment tools

Moscow, 2020

INDICATOR OF THE LEVEL OF COMPETENCY DEVELOPMENT

Time management					
Federal State Educational Standard of Higher Education **38.03.02 "MANAGEMENT"**					
In the process of mastering this discipline, the student develops and demonstrates the following **competencies**:					
COMPETENCES		**List of components**	**Technology formations competencies**	**Form evaluative funds****	**Degrees of levels mastering competencies**
IN-DEX	**FORMULATION-KA**				
OK-6	ability to self-organization and self-education	**know**: - conceptual framework of the course: definitions, concepts, terms related to the time management system; - elements of the time management system; - areas of application of time management technologies; - features of using time management technologies in personal and corporate activities. **be able to**: - see the relationship between individual elements of the time management system; - formulate goals and plan actions to achieve them using time management tools; - integrate the acquired knowledge in the field of time management into the practice of their daily activities. **own**: - goal setting skills; - tools for goal setting and planning actions to achieve them; - skills in collecting, analyzing, and systematizing information on the topic of time management.	lecture, independent Job, Seminars classes	DS, UO, T, Z	**Basic level:** - knows the specifics of using time management technologies in personal and corporate activities **Advanced level:** - is able to formulate goals and plan actions to achieve them, using time management tools
PC-2	possession of various ways of resolution conflict situations when designing interpersonal, group and organizational communications on based on modern	**know:** - features of using time management technologies in personal and corporate activities. **be able to:** - integrate the acquired knowledge in the field of time management into the practice of their daily activities. **own:** - skills of collecting, analyzing, and systematizing information on	lecture, independent Job, Seminars classes	DS, UO, T, Z	**Basic level** - knows the methods, techniques, methods and tools of time management aimed at solving organizational tasks and management decision making **Elevated level** **-** able to use tools, use techniques and methods

	management technologies personnel, including in an intercultural environment	on the topic of time management			time management to improve the efficiency of organizational activities

Appendix 3
to the work program

List of assessment tools for the discipline

Time management

No. OS	Name evaluative means	Brief description of the evaluation means	Performance evaluation tool in FOS
1	Report, message (DS)	Product of independent work of a student, representing a public performance on the presentation of the received results of the solution of a certain educational-practical, educational-research or scientific topic	Topics of the reports, messages
2	Test (T)	A system of standardized tasks that allows for the automation of the procedure measuring the level of knowledge and skills student.	Test task fund
3	Oral survey interview, (UO)	A control tool organized as a special conversation between a teaching staff member and a student on topics related to the subject being studied, and designed to determine the extent of the student's knowledge in a specific section topic, problem, etc.	Questions about topics/sections disciplines
4	Credit (C)	The final form of knowledge assessment. In higher education institutions, it is carried out during sessions.	Questions for the test

Questions for the test in the discipline
"Time management"
formation of competencies OK-6 and PC-2

1. The concept and essence of time management
2. Difficulties in the use and distribution of working time
3. External causes of time deficit
4. Internal causes of time deficit
5. Time-absorbers in time management
6. Proactive and reactive approaches to life
7. Contextual planning tools
8. Rules for organizing the working day
9. Prioritizing time management
10. Result-oriented planning
11. Control stages
12. Planning stages
13. Eisenhower Matrix
14. Pareto rule

15. Timing. Key indicators of timing techniques
16. Mutually supportive goals
17. External constraints of the goal
18. Internal limitations of the goal
19. Contextual planning
20. Typical difficulties in timekeeping and ways to overcome them overcoming
21. The Importance of Delegating Authority
22. Delegation Limits
23. What work should be delegated?
24. Obstacles to delegation
25. The benefits of delegation
26. The need for corporate implementation of time management
27. Corporate time management standards
28. Leadership styles
29. Structure of interaction with colleagues
30. Balance of strengths and weaknesses

Topics of reports/messages on the discipline
"Time management"
formation of competencies OK-6 and PC-2

1. Goal setting in the competitiveness management system enterprises.
2. The main functions implemented in the control system competitiveness of the enterprise.
3. Objectives of strategic management of competitiveness.
4. Organizational development system.
5. Tasks of managing enterprise competitiveness.
6. Basic elements of the potential management mechanism competitiveness of the enterprise.
7. The process of forming a competitive strategy.
8. The role of the organization's strategy in the risk management process.
9. Stages of risk management, risk management strategies.
10. Information support for the risk management process.
11. The concept and objectives of managing the safe development of an enterprise.
12. Stakeholders in Ensuring Safe Development enterprises.
13. Economic security of the enterprise’s activities and development.
14. Signs of a non-strategic enterprise.

Report evaluation criteria

No.	Criterion	Grade			
		excellent	choir.	Satisfactory	unsatisfactory

1	Structure reports	In the report are present semantic parts, balanced by volume	In the report there are three present semantic parts, unbalanced by volume	One of the semantic parts in the report absent	The report does not can be traced availability semantic parts
2	Content reports	Content reflects the essence we are considering oh problems and main received results	Contents not in to the fullest extent reflects the essence under consideration problems or main received results	Contents not in to the fullest extent reflects the essence under consideration problems and main received results	Contents not reflects the essence under consideration problems or main received results
3	Ownership material	Student completely masters the stated material, is oriented in problem, freely answers to questions	The student owns stated material, is oriented in problem, has difficulty in answers to some questions	Student not enough fluent stated material, weak is oriented in problem	The student is not owns stated material, weakly is oriented in problem
4	Correspondence topic	The stated material fully corresponds stated topic	The stated the material contains elements, not relevant topic	In the above material present a large number elements, not having attitude to the topic	The stated material in insignificant degrees corresponds topic

Topics of the oral examination on the subject

"Time management"

formation of competencies OK-6 and PC-2

1. Concepts of time
2. Aspects of Time: Philosophical and Instrumental Business Approach
3. Paradigms of time perception in different cultures.
4. Subjective and objective time.
5. Individual perception of time.
6. The concept and components of temporal competence.
7. Temporal strategies.
8. Basic approaches to time management.
9. Setting and constructing goals in an extended time perspective.
10. Principles and rules of goal setting. Basic goal criteria.
11. Procedures for accounting and time planning techniques, setting time priorities.
12. Time reservation and regulation of the rhythm of activity.
13. Time priorities and time wasters.
14. The ratio of time costs and results.
15. Timekeeping diary. Pareto principle.

16. Comparison matrix. Eisenhower matrix.
17.Work time planning tools.
18. Investment development map (ICAR).
19. Typologies of personal time organization.
20. Time resources of interaction and interpersonal communication.
21. Methods for developing a sense of time.
22. Conflicts of goals.
23. Individual style and rhythm of work performance

Criteria for assessing the oral survey (interview)

The grade "excellent" is given to a student if the student is familiar with the theoretical material; has an idea of the main approaches to the presented material; knows the definitions of the main theoretical concepts of the presented topic, is able to apply theoretical information to analyze practical material, basically demonstrates a readiness to apply theoretical knowledge in practical activities and mastery of most of the indicators of the formed competencies.

The grade "good" is given to a student if the student is familiar with the theoretical material; has an idea of the main approaches to the material presented, but has difficulty answering some questions; knows the definitions of the main theoretical concepts of the topic presented, but does not fully reflect the essence of the problem under consideration, is basically able to apply theoretical information to analyze practical material, basically demonstrates a readiness to apply theoretical knowledge in practical activities and mastery of most of the indicators of the competencies being formed.

The grade “satisfactory” is given to a student if insufficient knowledge of theoretical material, basic concepts of the topic being presented is demonstrated, not always with the correct and necessary application of special terms, concepts and categories; the analysis of practical material was unclear.

The grade “unsatisfactory” is given in cases where the conditions that allow for a grade of “satisfactory” to be given are not met.

Tests on the subject
"Time management"
formation of competencies OK-6 and PC-2

The "beefsteaks" obtained by "cutting the elephant" must comply with ...

according to the chronomap data

+ SMART criteria

the two most significant criteria of the multi-criteria assessment matrix, the criteria of "importance" and "urgency" of the Eisenhower matrix, the values from the memoir

The "beefsteaks" obtained by "cutting the elephant" are...

practical and theoretical, material and ephemeral, creative and everyday, physical and legal

+ real and illusory

In the history of the development of domestic time management, one can single out...

5 stages
+ 3 stages
6 stages
2 stages
8 stages

In contextual planning, tasks for which the execution time is known in advance are called ...

+ hard
budgeted
priority
unimportant
flexible

All contexts can be divided into... 8
conditional groups
+ 4 conditional groups
infinite set of conditional groups 3
conditional groups
5 conditional groups

All time-wasters can be divided into... according to their degree of controllability.

4 groups
10 groups
2 groups
5 groups
+ 3 groups

To create an effective task overview, the principle of...

activation
+ materializations
irrationalism
disintegration
reactivations

The ancient Greeks called time absorbers...

chronographs
chronologies
chronotypes
+ chronophages
chronotopes

...– means making a decision, having assessed according to certain criteria which of the tasks and affairs set are of primary importance, and which are of secondary importance

Conduct contextual planning Allocate
resources
+ Set priorities
Arrange contexts in chronological order
Consider chronophages

Flexible tasks include the task "..."
Meet the customer's representative at the airport, arriving on flight 324 at 20:00
Present a new concept for the department's development on Monday at 1:00 p.m. Be sure to submit a report to the accounting department by 6:00 p.m. today
+ Develop a regulation for processing incoming orders Submit a report to the accounting department at 13.30
+ Present information on the growth of production of the Samara branch to the board of directors
+ Call a key client, arrange a meeting **An extra step in the rigid-flexible planning algorithm: "..."** done - cross out prioritize tasks make a list of hard tasks make a list of soft tasks

+ conduct a time survey of all tasks in the plan to determine the time budget for priority tasks
The Eisenhower Matrix allows you to prioritize by evaluating all tasks according to two criteria – ...
flexibility and rigidity
importance and flexibility
+ importance and urgency
budgetability and regularity
rigidity and urgency
urgency and regularity
It is not true that ... is a type of chronophage
interrupt
abstraction
+ hang
procrastination
waiting and being late
It is not true that ... is the rule for organizing effective rest rhythm

+ concentration
change of context
maximum switching
It is not true that ... is a way of self-tuning to solve problems
Swiss Cheese Method Anchoring Technique

+ timing technique
intermediate joy
"pencil sharpening"
It is not true that ... is a step of the rigid-flexible scheduling algorithm.
crossing off completed tasks making a list of hard tasks

defining the execution time for all tasks,
creating a list of flexible tasks
+ tracking changes in indicators using a schedule
budgeting time for priority tasks
+ choice of two indicators to track
+ highlight from the list of completed tasks
It is not true that ... are a group of review creation tools
checklists
+ chronocards
2D graphs
mind maps
Inefficiently organized processes of activity that lead to loss of time are called ...
plunderers of property, embezzlers
of financial capital, loss rubricators

+ time wasters quality
thieves
One of the steps of the contextual planning technique is...
+ view task list when zooming in on context view
your key areas
Correlating timing data with context groups Viewing a list
of chronophages when approaching a context Viewing all
data from the previous day's chronomap
When using multi-criteria evaluation, each option is assessed...

by two criteria, which are assigned the greatest weight
by the criterion that has the greatest weight
+ by all criteria by the first
three criteria
only by one most important criterion
An approach in which a person acts in spite of external circumstances, activelyinfluences your life, is called... reactive

motivational
prioritized
+ proactive
smartized
The approach in which a person is completely dependent on external circumstances, without actively influencing his life, is called...
regressive
+ reactive
proactive
additive
timed

The indicator for timing can be... goal that
meets SMART criteria only one strategic level
goal
+ any purpose
the main goal of life
supergoal
According to the Eisenhower matrix, important but not urgent tasks are classified as...
A
D
C
+ B
According to the Eisenhower matrix, unimportant and non-urgent tasks are classified as...
B
C
+ D
A
A correctly formulated goal must meet SMART criteria, one of which is...
contextuality
budgetability
timekeeping
additivity
+ relevance
A correctly formulated goal must meet SMART criteria, one of which is...
certainty
investability
recognition
divisibility
+ measurability
A correctly formulated goal must meet SMART criteria, one of which is...
+ reachability
results-oriented, ambitious

reactivity
flexibility
A correctly formulated goal must meet SMART criteria, one of which is...
budgetability of execution
proactivity of action
formula prioritization
+ concreteness of the wording

result-oriented task

A correctly formulated goal must meet SMART criteria, one of which is the binding ...

+ to time
to space
to action
to context

When setting priorities using the Eisenhower matrix, all tasks are divided into...

6 categories
+ 4 categories
33 categories
2 categories
5 categories
3 categories

The strategy for achieving a SMART goal (action in a task situation) is called...

Schwab method
+ "funnel of steps"
"pie of time"
"a fan of possibilities"
the "Swiss cheese" method

The strategy for achieving a supergoal (action in a problem situation) is called...

"pie of time"
"eating a frog"
"funnel of steps"
"slicing an elephant"
+ "a fan of possibilities" **Timing technology helps...**

+ identify your typical time-wasters; define criteria for formulating a goal; identify supergoals
identify your typical strategic goals
define your core values

... is a goal-setting tool that helps you stay on top of your goals and serves as a reminder of your goals.

Treemaps
Table of regular affairs
Chronomap
Eisenhower Matrix
Memoir
+ Strategic Cardboard

“...” are large tasks that cannot be solved in one go Pyramids

+ Elephants

Chronophages

Crocodiles

Pinariks

"..." are small tasks that do not require much time and effort to solve, but which are very unpleasant and you want to put them off Little memoirs

+ Frogs

Swiss cheese

Subgoals

Pinariks

... is a presentation of information that allows you to see the entire set and interrelation of elements and makes it possible to make effective decisions

Structured Attention Method Result-

Oriented Planning

+ Task overview

Prioritization Timing

... is a technology that allows us to use the irreplaceable time of life inline with your personal and business goals and values Management

Scientific organization of labor

Marketing

Quality management

+ Time management

... – this is a good moment to solve a problem, a good chance, non-linear time.

Chronos

Pareto

Karoshi

SMART

Chronophage

+ Kairos

... – is the accounting of personal time expenses through simple written recording

Lending

Planning

Budgeting

+ Timing

Chronology

...– is an effective tool for planning and controlling complex

structured tasks with specific deadlines Strategic Cardboard

Chronomap

Graph of the dynamics of timing indicators

+ 2D graph
Checklist

Evaluation criteria:
Excellent - from 90% to 100% correct answers; Good - from 75% to 90% correct answers; Satisfactory - from 55% to 75% correct answers; Unsatisfactory - less than 55% correct answers.