

Course Title

„Organizing own time and planning for the future “

Course Syllabus

Course description or general overview

Effective time management skills are more important than ever in the modern world. With increasing demands on both professional and personal lives, improving how people manage their time can help them achieve their goals, increase their productivity, and create a better work-life balance. The aim of this course is to identify a person's current strengths and weaknesses and establish plans for improving their organizing own time and future planning skills. Clarifying person's current stage in this field will give an overview of where they currently are relative to where they want to be after completing the course.

Participants of this course will learn the most crucial elements of time management. The main objective is to make people more effective and calmer, helping them achieve their aims. The strategies, tips, and courses offered in the WOBIS project are all tools to enable them to build better habits and master challenging tasks.

Learning outcomes at the course/module level (according to Bloom`s taxonomy)

After completing the course, the participant will be familiar with the terms time management and future planning. Also, he or she will understand the significance of managing time and planning in everyday life. This course will help the participant to discover which time personality type he or she is and where his or her time goes. Afterward, the participant will be guided on how to improve his or her time management and planning skills. The participant will learn about some time management and planning strategies, tips, techniques, and tools. Besides, the participant will be able to elaborate on an effective plan, organize his or her time, and combat procrastination behaviours.

The participant has knowledge about:

- Time management
- Future planning
- Time management and planning implementation in everyday life
- Own strengths and weaknesses in time organizing and ways how to improve them
- Time management and planning strategies
- Time management and planning tips and techniques
- Time management and planning tools
- How to combat procrastination behaviours

Course contents

1. What are time management and future planning?
2. Why are time management and planning important in everyday life?
3. What is my current stage in mastering time management and planning skills?
4. How to improve time management and planning skills?
5. Time management and planning strategies
6. Time management and planning tips and techniques
7. Time management and planning tools
8. Workshop: „How to create an effective plan? “
9. Workshop: „How to organize your own time? “
10. Workshop: „How to combat procrastination behaviours? “

Learning topic:

Organisation: New Edu, n.o.

Course: Organizing own time and planning for the future

Teaching hours: 12

Mode of delivery: Wobis OER

EQF level: level 4

Teaching methods (examples):

- papers, projects, presentations, videos
- tutorials or webinars, guest lectures, case studies, workshops

Assessment methods (examples)

- Each participant will elaborate on an effective future plan and organize his or her own time in that way to ensure the work-life balance using time management and planning strategies, tips, techniques, and tools learned during the course.

Learning outcomes of the learning topic:

1. **What are time management and future planning?**
The participant will be able to understand and explain the terms time management and future planning.
2. **Why are time management and planning important in everyday life?**
The participant will understand the significance of time management and planning in everyday life.
3. **What is my current stage in mastering time management and planning skills?**
The participant will discover which time personality type he or she is and where his or her time goes.
4. **How to improve time management and planning skills?**

- The participant will learn how to improve his or her time management and planning skills.
5. **Time management and planning strategies**
The participant will give an overview of some time management and planning strategies and will be able to use them in organizing and planning his or her everyday tasks.
 6. **Time management and planning tips and techniques**
The participant will give an overview of some time management and planning tips and techniques and will be able to use them in organizing and planning his or her everyday tasks.
 7. **Time management and planning tools**
The participant will give an overview of some time management and planning tools and will be able to use them in organizing and planning his or her everyday tasks.
 8. **Workshop: „How to create an effective plan? “**
Each participant will create an effective plan on the topic according to his or her selection using time management and planning strategies, tips, techniques, and tools learned during the course.
 9. **Workshop: „How to organize your own time? “**
Each participant will organize his own time to ensure work-life balance using time management and planning strategies, tips, techniques, and tools learned during the course
 10. **Workshop: „How to combat procrastination behaviours? “**
The participant will understand the term procrastination behaviours and learn how to switch procrastination to a proactive approach.

Learning activity content:

The sub-units forming the learning topic:

1. What are time management and future planning?
 - Definition of the term time management
 - Definition of the term future planning
2. Why are time management and planning important in everyday life?
 - The importance of time management
 - The importance of future planning
 - The implementation of time management and future planning in everyday life
3. What is my current stage in mastering time management and planning skills?
 - Recognition of participant's strengths in time management and planning skills
 - Recognition of participant's weaknesses in time management and planning skills
4. How to improve time management and planning skills?
 - Time management and planning strategies
 - Time management and planning tips and techniques
 - Time management and planning tools
5. Time management and planning strategies
 - Pomodoro technique
 - Eat That Frog technique
 - Getting Things Done technique
 - The 80/20 Rule
6. Time management and planning tips and techniques
 - Description of several time management and planning tips and techniques
7. Time management and planning tools
 - Presentation of some time management and planning tools that can help participants to get organized easily
8. Workshop: „How to create an effective plan? “
 - The workshop focused on the practical elaboration of an effective plan
9. Workshop: „How to organize your own time? “

- The workshop focused on organizing own time by using time management and planning tools to ensure work-life balance.
10. Workshop: „How to combat procrastination behaviours? “
- The practical activity to understand the term procrastination behaviours
 - The practical activity to understand the term proactive behaviours
 - The workshop focused on changing procrastination behaviours to proactive behaviours

Recommended or required reading:

Recommended:

Links to useful websites:

Glossary:

Language of the course:

English, Slovak, Czech, Polish, Italian, Spanish, Croatian

Name of the teacher:

Supervisor:

Feedback for evaluation

- questionnaires
- feedback from participants through focus-group meetings