

COURSE DESCRIPTION

University: <i>University of Presov</i>	
Faculty/university workplace: <i>Faculty of Management and Business</i>	
Code: 7KIK/TMH-ER/24	Course title: <i>Time Management and Health</i>
Type, scope and method of educational activity: <i>Type of educational activity: seminars</i> <i>Scope of educational activity: 1 h seminar per week</i> <i>Method of educational activity: combined; max. 30% distance, via MS Teams, Moodle or other applications and platforms</i>	
Number of credits: 4	
Recommended semester: <i>1. year, 2. semester</i>	
Study grade: 1.	
Prerequisites: -	
Conditions for passing the course: <i>Continuous assessment (100%).</i> <i>Continuous evaluation:</i> <i>active participation and discussion in seminars, presentation of a semester project (30%),</i> <i>Final evaluation:</i> <i>final written test (70%).</i> <i>Success criteria (percentage expression of the results in the evaluation of the subject) are as follows for the classification levels: A: 100,00 – 90,00 %; B: 89,99 – 80,00 %; C: 79,99 – 70,00 %; D: 69,99 – 60,00 %; E: 59,99 – 50,00 %; FX: 49,99 and less %.</i> <i>Completion of the course is conditioned by successful fulfillment of given conditions and conditions of active participation according to the Study Regulations of the University Of Presov in Presov.</i>	

Learning outcomes

The graduate of the course will acquire knowledge, skills and competences.

Knowledge:

The student has an adequate level of knowledge and skills while he is able to:

- define and interpret the meaning and the substance of time management and health,*
- understanding the fundamentals of time, its value, and its role in shaping our lives,*
- delve into actionable techniques to prioritize tasks based on importance, deadlines, and personal/professional growth potential,*
- understand the concept of Time Management, objectives, importance, benefits and principles of Time Management,*
- acquire knowledge regarding different time wasters and will be able to identify typical time wasters and its causes,*
- identify ways to overcome time wasters and will learn about time management planning components, strategies, Time Tech System and explore TimeManagement tools,*
- explain the concept and nature of health, wellness and its various implications,*
- help understand the importance of a healthy lifestyle.*

Skills:

The student has skills in the field of business dealings while he is able to:

- apply acquired communication skills,*
- demonstrate adequate knowledge on well-being and promotion of healthy behavior.*

Competencies:

The student can use the acquired knowledge and skills in situations of work environment while he is able to:

- recognize ways the brain and thinking patterns contribute to/hinder time management,*
- critically analyze personal time management effectiveness by creating personal time management tools,*
- reflect on what values and priorities you want to spend time cultivating and how this impacts effective planning,*
- describe the impact of lifestyle choices on achieving personal health,*
- develop an understanding of the mind-body connection and its potential impact on health.*

Course content:

- 1. Definition of basic terms*
- 2. Setting goals that are SMART (Specific, Measurable, Actionable, Realistic, Timely)*
- 3. Personal Health and Wellness*
- 4. Prioritizing work goals*
- 5. Nutrition, Diseases and Disorders*
- 6. Being assertive, and how to say no politely*
- 7. Self Esteem, Decision making*
- 8. Personal Health and Lifestyle*
- 9. Mental Health*
- 10. Setting goals in all areas of your life/achieving balance*
- 11. Planning*
- 12. Overcoming procrastination*
- 13. Conferment of evaluated credits*

Recommended literature:

ALLEN, D. 2015. *Getting Things Done: The Art of Stress-Free Productivity*. New York: Penguin Books. ISBN 978-0-14-312656-0.

MANCINI, M. 2003. *Time Management*. McGraw-Hill. Retrieved from:

[http://trongton.free.fr/books/self-help/Time%20Management%20\(McGraw-Hill\).pdf](http://trongton.free.fr/books/self-help/Time%20Management%20(McGraw-Hill).pdf)

RATNAYAKE KAŠČÁKOVÁ, D., ZBIHLEJOVÁ, L. 2021. *Business English Essentials –Workbook = Základy obchodnej angličtiny – Cvičebnica*. Prešov: Bookman, 96 p. ISBN 978-80-8165-454-1.

RATNAYAKE KAŠČÁKOVÁ, D., ZBIHLEJOVÁ, L., MOKRIŠOVÁ, M. 2021. *Intercultural and interdisciplinary profile of a manager*. Chisinau: Lambert Academic Publishing, 126 p. ISBN 978-620-4-19842-2

Language which is necessary to complete the course: *English*

Notes:

Distribution of Student load:

40% load – teaching activities

20% load – preparation of semestral project and presentation

40% load – self-study, preparation for the final test

An individualized approach is provided for students with special needs

based on recommendations of the faculty coordinator for students with special needs.

Course evaluation

Total number of students evaluated: 0

A	B	C	D	E	FX
0%	0%	0%	0%	0%	0%

Lecturers:

SL – Seminar leader: PaedDr. Dagmara Ratnayake Kaščáková, PhD., MBA

Date of last change: 16.4.2024

Approved by: *prof. Ing. Róbert Štefko, Ph.D.*