

Organization of personal work and time

Academic Year: (2023 / 2024)

Review date: 02-06-2023

Department assigned to the subject: Transversal matters

Coordinating teacher: TINEO ALVAREZ, ANGELES

Type: Basic Core ECTS Credits : 3.0

Year : 2 Semester : 2

Branch of knowledge: Social Sciences and Law

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

None

OBJECTIVES

At the end of the program students will be able to:

- Plan and organise their working day so they can optimise the time available.
- Identify factors affecting their time management.
- Apply strategies to maximize their time management and get rid of bad habits.
- Apply basic elements of task management on a day by day basis.

DESCRIPTION OF CONTENTS: PROGRAMME

1. Introduction: The importance of time management
2. Time wasters
 - ¿ Symptoms of disorganization
 - ¿ Causes of poor time management: internal and external embezzlers
 - ¿ Detection and control of time embezzlers
 - ¿ Strategy to eliminate habits
3. Evaluation and time planning
 - ¿ Evaluation: the urgent and the important
 - ¿ Planning: rules for scheduling time and agenda
 - ¿ Suggestions for better time management
 - ¿ Time management in work teams
4. Management of daily tasks
 - ¿ Telephone
 - ¿ Archive
 - ¿ Visits, interruptions
 - ¿ Reading
 - ¿ Memory
 - ¿ Concentration
 - ¿ Note taking

LEARNING ACTIVITIES AND METHODOLOGY

Teaching hours are distributed in accordance to the following activities:

- ¿ Sharing personal experiences on time management.
- ¿ Exercises to show how planning a task is needed in order to minimise the time required to complete it.
- ¿ Activity log.
- ¿ Organization of the agenda for a specific situation.
- ¿ Exercises to asses and improve reading, memorizing, focusing and note taking.
- ¿ Presentation of the different contents of the program.
- ¿ Video clips
- ¿ Templates: Activity log, Eisenhower´s matrix, Objectives setting, personal development plan, etc.

ASSESSMENT SYSTEM

Final exam in the official exam session: 0 points.

Continuous assessment: 10 points of the overall grade.

- Attendance at 85% of the classes is compulsory in order to pass the course (i.e. 12 of the 14 classes).
- Active participation in the classes.
- Completion of exercises and practical activities in class and through Aula Global.
- Two written assessment tests: one in the 7th class, a short development test that will deal with the contents worked on in the previous classes; another in the 14th class: a development test on the whole of the syllabus taught in which students must summarise the contents dealt with and draw conclusions on the practical applications of the same at a professional level. They must also write a conclusion and personal self-assessment on the level of development they consider they have reached in the skill to which the subject refers.
- There may be other assessment tests that will be indicated in the weekly planning.

Percentage weight of the Final Exam: 0

Percentage weight of the rest of the evaluation: 10

Please note that, in accordance with current regulations, each enrolment in cross-disciplinary subjects, as in this case, will involve a single call and, in those cases in which the continuous assessment process includes a test, this must be taken during the timetable and in the classroom reserved for classes, as these cross-disciplinary subjects do not have a date reserved in the official exam calendars.

% end-of-term-examination:	0
% of continuous assessment (assignments, laboratory, practicals...):	100

BASIC BIBLIOGRAPHY

- James Clear. Hábitos atómicos. Cambios pequeños, resultados extraordinarios. , Editorial Diana, 2020
- Roger Merrill, Rebecca R. Merrill y Stephen R. Covey, Primero lo primero: Vivir, amar, aprender, dejar un legado, , Paidós ibérica, , 2000,
- Stephen R. Covey, Los siete hábitos de la gente altamente efectiva (edición revisada y ampliada), , Booklet, , 2015,
- VV. AA., For rookies. Gestión del tiempo y del estrés, , LID,, 2009,
- VV.AA., Gestión del tiempo. Incremente su productividad y eficacia personales, , Deusto (serie Harvard Business Essentials),, 2007,

ADDITIONAL BIBLIOGRAPHY

- Acosta, José M^a. Gestión eficaz del tiempo y control del estrés (7ª edición), Esic editorial., 2015
- Pascual-Leone, A, Fernández Ibáñez, A y Bartrés-Faz, D. El cerebro que cura, Plataforma Actual., 2019