



## Syllabus of Module

# 6. Time Management

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### Module Annotation

The term "time management" has already been incorporated into our professional activities, just like other terms from the dictionary of modern management. It is important to remember that time management affects not only professional activities (i.e., for example, the area of people management, time management of sales representatives, executive specialists, etc.), but also personal ones. It comes into contact with all of us. We plan our activities, adapt our behaviour to our own goals and priorities, adapt time-planning to our values and the surroundings created by places, events and people. We balance and allocate time to what we need, what we want, what we should and what we could possibly do.

The term "time management" is, in essence, nothing revolutionarily new and discoverable. It is something that embraces all of the above. Time management systematically defines areas that we encounter at work or in everyday life. What we need to plan, when and where we make decisions – whether day-to-day or a one-off – is exceptional. Areas where we have "choice", how much time we will devote to specific activities. It is not, however, simple technical planning. The last generation of time management already takes into account the personality of a person. An important element of time management is the value ranking of each individual personality and the emphasis on the principles and priorities that each of us has. This makes the topic unique. It is important to remember that, as a rule, decisions about your time are made only by us, and responsibility for the use of time is, in the vast majority, our own.

## Module Objective

The aim of the "Time Management" module is to learn and describe the methods of managing work with time, or to direct the use of time in terms of the harmonisation of a person's life. That is, how to be effective in work activities and have time for non-work activities, for active and, last but not least, passive rest.

## Literature

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## Online Resources

- <https://psych.upol.cz/fileadmin/userdata/FF/katedry/pch/uchazecum/mba/publikace/work-life-balance-neusar-2015.pdf>
- <http://vyuka.spssol.cz/~vyuka/DVPP/>
- [http://en.wikipedia.org/wiki/Work-life\\_balance](http://en.wikipedia.org/wiki/Work-life_balance)
- <http://taskmanager.cz/tmpage/cs/time-management/>
- [http://cs.wikipedia.org/wiki/Time\\_management](http://cs.wikipedia.org/wiki/Time_management)
- <http://www.chovani.eu/vyvoj-ctyri-generace/c380>
- <https://managementmania.com/cs/time-management>
- <http://taskmanager.cz/tmpage/cs/time-management/>

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