Załącznik nr 5 do zarządzenia nr 189/2025

# COURSE SPECIFICATION

**Course code: 0912.4.LEK.A.YM**

**Course title in Polish: Zarządzanie sobą w czasie**
**Course title in English: Yourself management**

## 1. Placement of the course within the study programme

| | |
|---|---|
| **1.1. Field of study** | Medicine |
| **1.2. Mode of study** | Full-time |
| **1.3. Level of study** | Uniform Master's study |
| **1.4. Profile of study** | General academic |
| **1.5. Course specification author** | Mgr Laura Osęka |
| **1.6. Contact** | laura.oseka@ujk.edu.pl |

## 2. Generał characteristics of the course

| | |
|---|---|
| **2.1. Language of instruction** | English |
| **2.2. Entry requirements** | - |

## 3. Detailed characteristics of the course

| | |
|---|---|
| **3.1. Type of classes** | Classes: 30h(including 10h of e-learning) |
| **3.2. Place of course delivery** | Courses in the teaching rooms of UJK |
| **3.3. Form of assessment** | Credit with grade |
| **3.4. Teaching methods** | Classes<br>Multiple Discussion (group),<br>Activating Learning-Case Studies,<br>Simulation Method Project<br>Work. |
| **3.5.a. Basic reading list** | Abdaal, A. (2023). *Feel-Good Productivity: How to Do More of What Matters to You*. William Collins.<br>Burkeman, O. (2021). *Four Thousand Weeks: Time Management for Mortals*. Farrar, Straus and Giroux.<br>Harvard Business Review Press. (2018). *HBR's 10 Must Reads on Managing Yourself (Updated and Expanded Edition)*. Harvard Business Review Press.<br>Newport, C. (2024). *Slow Productivity: The Lost Art of Accomplishment Without Burnout*. Portfolio. |
| **3.5.b. Supplementary reading list** | Clear, J. (2018). *Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones*. Avery.<br>Duhigg, C. (2012). *The Power of Habit: Why We Do What We Do in Life and Business*. Random House.<br>Scott, S. J. (2014). *Habit Stacking: 97 Small Life Changes That Take Five Minutes or Less*. CreateSpace Independent Publishing Platform. |

## 4. Objectives, content and learning outcomes

### 4.1. Course objectives (taking into account the form of classes)

• **CO1.** Explain the principles of learning, unlearning, and their connection to "Good Work" and mindset.

• **CO2.** Describe the characteristics of a productive mindset, including the sources of habits that can hinder personal goals.
• **CO3.** Identify the signs and triggers of stress, and distinguish between "good stress" and "bad stress."
• **CO4.** Recognize the key components of effective team performance, such as responsibility and alignment.
• **CO5.** Apply productivity-enhancing systems and digital tools to improve personal effectiveness and manage time.
• **CO6.** Analyze and unlearn habits that hinder their personal and professional goals, and align their actions with their personal vision.
• **CO7.** Implement strategies for managing stress and reducing barriers to productivity.
• **CO8.** Collaborate with team members by applying a systemic lens to "Good Work," recognizing and addressing both alignment and misalignment.
• **CO9.** Engage in professional networking to build a supportive community and advance their careers.
• **CO10.** Communicate their personal brand effectively in professional settings.
• **CO11.** Define productivity metrics and systems for personal effectiveness.
• **CO12.** Explain the concepts of personal branding and its digital applications.
• **CO13.** Identify different types of professional networks and the benefits of each.
• **CO14.** Describe the relationship between mindset and personal effectiveness.
• **CO15.** Integrate digital tools to measure and improve personal productivity.
• **CO16.** Conduct a self-reflection exercise to identify and unlearn habits.
• **CO17.** Develop a personal vision statement and align their goals with it.

**4.2. Course content (taking into count the form of classes)**

**Classes**

1. Familiarization with the detailed syllabus, learning outcomes, the subject requirements in connection with the explanation of the project. Discussion about basic areas of life which will be discussed in class
2. Foundations of Self-Management

• Introduction to Good Work: Defining excellence, engagement, and ethics in a professional context; Mindset and Habits; The Unlearning Process

3. Personal Effectiveness & Productivity

• Productivity Systems; Time Management in a Digital Age; Digital Tools; Metrics for Productivity

4. Stress and Emotions Management

• The Nature of Stress; Identifying Stress and Emotional Triggers; Coping Mechanisms; Emotional Regulation; Work-Life Integration

5. Team Collaboration & Responsibility

• Systemic Lens on Good Work; Roles and Responsibility E-Learning Unlearning and Self-Reflection

• Self-Assessment Quizzes; Interactive Activities; Guided Journaling

(including classes conducted with the use of distance learning methods and techniques)

1. Time and Resource Management

• Video Tutorials; Simulations

### 4.3. Course learning outcomes

| Course learning outcomes (code) | Upon completion of the course, the student | Alignment with programme learning outcomes |
|---|---|---|
| | **in the area of knowledge knows and understands:** | |
| W01 | The psycho-physical development of a person from birth to death, including the specifics of physical, emotional, cognitive, and social development; | D.W1. |
| W02 | Human behaviors that promote health and the principles of motivating patients towards health-promoting behaviors (Prochaska and DiClemente's change model, motivational interviewing); | D.W3. |
| | **in the area of skills knows how to:** | |
| U01 | Develop and refine self-awareness, the ability for self-reflection, and self-care, and contemplate with others one's own communication and behavior; | D.U7. |
| U02 | Recognize one's own emotions and manage them in relationships with others, to effectively perform work despite one's emotional reactions; | D.U8. |
| | **in the area of social competences is able to:** | |
| K01 | Recognize his/her own limitations and self-evaluate educational deficiencies and needs; | K.S5. |
| K02 | Use reliable information sources; | K.S7. |
| K03 | Take responsibility for own decisions made during professional activities including own safety and safety of other people. | K.S11. |

### 4.4. Assessment methods for learning outcomes

**Assessment method (+/-)**

| Course learning outcomes (code) | Oral/written/ practical examinaion /other (specify)* | Test* | Project* | In-class activity* | Independent study* | Group work* | Other (specify)* |
|---|---|---|---|---|---|---|---|

**Type of classes**

| 1: / 2: | L | C | ... | L | C | ... | L | C | ... | L | C | ... | L | C | ... | L | C | ... | L | C | ... |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| W01 | | | | | + | | | + | | | + | | | + | | | + | | | | |
| W02 | | | | | + | | | + | | | + | | | + | | | + | | | | |
| U01 | | | | | | | | + | | | + | | | + | | | + | | | | |
| U02 | | | | | | | | + | | | + | | | + | | | + | | | | |
| K01-K03 | | | | | | | | + | | | + | | | + | | | + | | | | |

**Annotation. 1: form of classes; 2: learning outcomes**

### 4.5. Assessment criteria for learning outcomes

**Type of classes:**

**CLASSES (C)** (including classes conducted with the use of distance learning methods and techniques)

| Grade | Assessment criteria |
|---|---|
| **3,0** | Demonstrates knowledge of the basic principles and their uses, and demonstrates both enough ability and<br>willingness to use this knowledge for a minimally passing grade 61%-68% |

| | |
|---|---|
| **3,5** | Knows and understands some concepts, and shows willingness and basic understanding of its use 69%-76% |
| **4,0** | Knows the material and shows promise of using this knowledge satisfactorily in the future 77%-84% |
| **4,5** | Knows and understands the material and demonstrates a working ability to use this knowledge 85%-92% |
| **5,0** | Knows, understands, and shows thorough comprehension of the material and has excellent abilities 93%-100% |

## 5. ECTS credit allocation – student workload

| Category | Student workload (full-time mode) | Student workload (part-time mode) |
|---|---|---|
| **NUMBER OF HOURS WITH THE DIRECT PARTICIPATION OF THE TEACHER (CONTACT HOURS)** | **30** | |
| Participation in lectures* | | |
| Participation in seminars/laboratories* | 20 | |
| Other (specify) - classes conducted with the use of distance learning methods and techniques* | 10 | |
| **INDEPENDENT STUDY (NON-CONTACT HOURS)** | **20** | |
| Preparation for lectures* | | |
| Preparation for seminars/laboratories* | 20 | |
| Preparation for examination/test* | | |
| Gathering materials for project, online research* | | |
| Preparation of a multimedia presentation* | | |
| Other (specify)* | | |
| **TOTAL HOURS** | **50** | |
| **ECTS CREDITS for the course** | **2** | |

*** delete as appropriate**

**Approved for implementation** (date and legible signatures of course instructors in the given academic year):

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