

Course number		U-LAS63 10012 LE19					
Course title (and course title in English)	Time Management and Personal Productivity-E2			Instructor's name, job title, and department of affiliation	Graduate School of Agriculture Distinguished Visiting Associate Professor,Edirisinghe Hemasiri Jayalath Graduate School of Agriculture Professor,FUJIHARA MASAYUKI		
	Time Management and Personal Productivity-E2 :Managing Time for Academic and Professional Growth:Managing Time for Academic and Professional Growth						
Group	Interdisciplinary Sciences		Field(Classification)		Other Interdisciplinary Sciences		
Language of instruction	English		Old group		Number of credits	2	
Hours	30	Class style	Lecture (Face-to-face course)		Year/semesters	2026 • Intensive, First semester	
Days and periods	Intensive	Target year	All students		Eligible students	For all majors	
[Overview and purpose of the course]							
This course helps undergraduate students develop effective time management skills and improve personal productivity in academic and future professional settings. It introduces practical methods for planning, prioritising, and organising tasks to make better use of time and achieve goals efficiently.							
[Course objectives]							
By the end of the course, students will be able to: 1.Analyse personal use of time 2.Plan and prioritise tasks effectively 3.Apply strategies to improve productivity 4.Manage workload and reduce stress Balance individual and team responsibilities							
[Course schedule and contents)]							
Sessions 1-2 — Understanding Time Use and Productivity Students will be able to: • Recognise importance of time management • Analyse personal time habits • Identify productivity barriers • Set personal goals • Reflect on daily routines Sessions 3-4 — Planning and Prioritisation Students will be able to: • Set achievable goals • Prioritise tasks • Use planning tools • Organise schedules • Improve focus Sessions 5-6 — Managing Workload Students will be able to: • Break tasks into steps							
Continue to Time Management and Personal Productivity-E2(2) ↓ ↓ ↓							

Time Management and Personal Productivity-E2(2)

- Allocate time effectively
- Avoid procrastination
- Monitor progress
- Maintain consistency

Sessions 7-8 — Improving Productivity

Students will be able to:

- Apply productivity techniques
- Manage distractions
- Improve concentration
- Use digital tools
- Enhance work efficiency

Sessions 9-10 — Stress and Balance

Students will be able to:

- Recognise sources of stress
- Apply stress reduction strategies
- Maintain work-life balance
- Manage pressure
- Build resilience

Sessions 11-12 — Time Management in Teams

Students will be able to:

- Coordinate group tasks
- Share responsibilities
- Manage deadlines
- Communicate effectively
- Support teamwork

Sessions 13-14 — Decision Making and Problem Solving

Students will be able to:

- Make timely decisions
- Solve time-related challenges
- Adapt plans
- Improve flexibility
- Maintain accountability

Session 15 — Personal Productivity Plan

Students will be able to:

- Develop personal productivity plan
- Apply learned strategies
- Set future goals
- Reflect on performance

[Course requirements]

Basic proficiency in English, General computer literacy, Willingness to participate in activities and self-assessment

[Evaluation methods and policy]

Attendance & Participation - 10%,

In-class assessments - 30%

Take-home Activities - 25%

Continue to Time Management and Personal Productivity-E2(3) ↓ ↓ ↓

Time Management and Personal Productivity-E2(3)

End of Course Assessment - 35%

[Textbooks]

David Allen 『Getting Things Done: The Art of Stress-Free Productivity』 (Penguin Books) ISBN: 9780143126560

Cal Newport 『Deep Work: Rules for Focused Success in a Distracted World』 (Grand Central Publishing) ISBN:9781455586691

James Clear 『Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones』 (Avery) ISBN:9780735211292

[References, etc.]

(References, etc.)

Stephen R. Covey, A. Roger Merrill, Rebecca R. Merrill 『First Things First』 (Free Press) ISBN: 9780743468596

Laura Vanderkam 『168 Hours: You Have More Time Than You Think』 (Portfolio) ISBN: 9781591843313

Ken Blanchard & Spencer Johnson 『The One Minute Manager』 (William Morrow) ISBN: 9780688014292

(Related URL)

<https://www.mindtools.com>

<https://hbr.org/topic/personal-productivity>

<https://lifehacker.com>

[Study outside of class (preparation and review)]

Students are encouraged to watch videos on time management and productivity (e.g. TED Talks), practice techniques using recommended websites, apply learned strategies in daily activities, and engage in relevant online courses (e.g. Coursera, Udemy).

[Other information (office hours, etc.)]

[Essential courses]