科目ナンバリング	U-LAS63 10012 LE19				
授業科目名<英訳>	Time Management and Personal Productivity-E2 Time Management and Personal Productivity-E2 :Managing Time for Academic and Professional Growth:Managing Time for Academic and Professional Growth	担当者所属職名・氏名	農学研究科　特別招へい准教授　Edirisinghe Jayalath AG Hemasiri 農学研究科　教授　藤原　正幸		
群	統合科学科目群	分野(分類)	その他統合科学	使用言語	英語
旧群		単位数	2単位	時間数	30時間	授業形態	講義（対面授業科目）
開講年度・開講期	2026・ 前期集中	曜時限	集中 9/7日(月)１，２，３，４時限、9/8(火)１，２，３，４時限、9/9(水)１，２，３，４時限、9/10(木)１，２，３時限	配当学年	全回生	対象学生	全学向

[授業の概要・目的]

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.

[到達目標]

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

[授業計画と内容]

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:

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- Break tasks into steps
- 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

[履修要件]

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

[成績評価の方法・観点]

Attendance & Participation - 10%,
In-class assessments - 30%

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Time Management and Personal Productivity-E2(3)

Take-home Activities - 25%
End of Course Assessment - 35%

[教科書]

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

[参考書等]

（参考書）

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

（関連ＵＲＬ）

https://www.mindtools.com
https://hbr.org/topic/personal-productivity
https://lifehacker.com

[授業外学修（予習・復習）等]

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).

[その他（オフィスアワー等）]

[主要授業科目（学部・学科名）]