

Course title	<i>Time matters – how to effectively manage your time ... and yourself!</i>
Course code	<i>S 0328</i>
Module coordinator	<i>Miriam Heinrich</i>
Lecturer	<i>Stefanie Wolz</i>
Level of course	<i>Bachelor</i>
Recommended prerequisites	<i>None</i>
Type of course	<i>Seminar</i>
Weekly lecture hours (SWS)	<i>2</i>
ECTS credits	<i>2</i>
Workload	<i>In total 60h, 30h course attendance, 30h self-study</i>
Assessment (grading; pass/fail)	<i>not graded</i>
Regular cycle	<i>Each semester</i>
Language of instruction	<i>English</i>
Contents:	<i>If you have ever asked yourself how could I possibly have enough time to do it all - study, meet friends, go out, work out, get sleep... this seminar is perfect for you. We will look at a different approach to time and self-management and change your perspective. You will explore your individual goals and learn to handle stress better. In the end you will feel better prepared to juggle all the balls that your busy life throws in.</i>
Learning outcome (competencies):	<i>After having successfully completed the course, the students should</i> <ul style="list-style-type: none"> • <i>know what they want to reach in life</i> • <i>be able to handle stressful situations more easily</i> • <i>have an idea how to structure their days and weeks</i> • <i>have acquired new competences in managing themselves</i>
Teaching methods	<i><input type="checkbox"/>Lecture <input checked="" type="checkbox"/>Group work <input checked="" type="checkbox"/>Exercises <input type="checkbox"/>Simulation <input type="checkbox"/>Video feedback <input checked="" type="checkbox"/>Others:</i>
Assessment methods	<i>Term paper</i>
Recommended reading	<i>"The 7 Habits of Highly Effective People. Powerful Lessons in Personal Change" by Stephen R. Covey; "First Things First" by Stephen R. Covey and A. and R. Merrill</i>
Additional information	
Recognition of credits	