



UNIVERSITÀ DI PISA
DIPARTIMENTO DI INGEGNERIA DELL'INFORMAZIONE
Dottorato di Ricerca in Ingegneria dell'Informazione

Doctoral Course

“Time Management”

Ing. Simona Bargiacchi, Dott. Emiliano Andreucci,

Case study by: Ing. Daniele Ciullo (Business Technology Manager) e Ing. Francesco Del Moro (ERP Manager)

Italy- Cromology Italia SpA- HR dept.

Short Abstract: one of the key skills to be successful in life is the ability to manage your time. To be able to manage time, people needs the right attitude (proactive behaviour) and the right techniques. We'll cover both aspects in our course and our colleagues (IT Dept) will give some practical examples of the importance of Time management at work.

Course Contents in brief:

- **UNIT 1 (2h): «Manage your Time: fundamentals»:**
 - **reactive/proactive behaviour and tricks to test yourself.**
 - **4 quadrant matrix, to have a clear picture of the status**
 - **digital distractions and multitasking**
 - **case study- Francesco Del Moro**
- **UNIT 2 (2h): «Manage your Time: techniques»:**
 - **Getting Things Done Method (David Allen)**
 - **Pomodoro Technique**
 - **Weekly planning**
 - **Case Study- Daniele Ciullo**

Total # of hours of lecture: 4 hours

References:

- The 7 habits of highly effective people- Stephen R. Covey
 - Getting Things Done- David Allen
 - The pomodoro technique- Francesco Cirillo
 - Unsubscribe- Jocelyn K. Gleib
 - Manage your day-to-day- Jocelyn K. Gleib
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CV of the Teacher

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- EMILIANO ANDREUCCI : <https://www.linkedin.com/in/emiliano-andreucci-9792b666/>

Room and Schedule

Room: *Aula Riunioni del Dipartimento di Ingegneria dell'Informazione, Via G. Caruso 16, Pisa – Ground Floor*

Schedule:

- **Lunedì 29 Giugno** prima lezione. Orario 15:00- 17:00
- **Giovedì 2 Luglio** seconda lezione. Orario 15:00-17:00