

Personal Productivity and Creative Excellence

Area: Personal Effectiveness and Resilience (Self-Management)

Course Description

The course covers four critical areas of successful freelancing: time management, visual communication, self-motivation, and professional ethics. The course is based on proven methodologies and real-life case studies adapted to the challenges of independent professional activity. The course aims to develop key soft skills necessary for effective freelance work. The programme integrates practical time management tools, visual communication technologies, self-motivation strategies and principles of professional ethics. The course is based on modern self-organisation techniques and adapted to the specifics of remote work, combining theoretical foundations with practical case studies and interactive exercises.

Objectives

The goal of the course is to develop a comprehensive system of professional competencies for successful independent work in the field of freelancing through mastering effective time management skills, developing creative thinking and visual communication, building a system of self-motivation, and learning the principles of professional ethics in remote work.

After completing the course, participants will be able to:

- Effectively plan working time using prioritisation methods and timeboxing/time-blocking techniques.
- Create visual presentations of ideas and develop creative CVs to attract clients.
- Maintain a high level of motivation without external control and overcome procrastination.
- Form productive work habits and adhere to professional standards.

Topics

1. Time Management.
2. Creativity and Visualisation.
3. Self-Motivation and Proactivity.
4. Work Discipline and Ethics.

Authors

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