



European Academy
of Innovation

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Time Management

Preliminary Training Plan

Day 1 – Time Management Basics

10:00 – 11:30	<ul style="list-style-type: none">- Presentation of the trainer- Presentation of the participants- Expectations- Presentation of the training program- Administrative aspects
11:30-11:45	Coffee Break
11:45-13:15	<ul style="list-style-type: none">- Presentation of the universities of the participants
13:15-14:00	Lunch Break
14:00-15:30	<ul style="list-style-type: none">- What is time management and how do we use it?- Time management in the Academic culture- How good is your time management?

*Evening recommendation: Movie night @ Iulius Town

Day 2 – Time management tools & techniques

10:00 – 11:30	<ul style="list-style-type: none">- Time Management Tools- Time Management Techniques
11:30-11:45	International Coffee Break
11:45-13:15	<ul style="list-style-type: none">- Multitasking- Scheduling
13:15-14:00	Lunch Break
14:00-15:30	<ul style="list-style-type: none">- Prioritization- Setting goals

*Evening recommendation: Visit Fabric District



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Day 3 – Cultural Immersion Day

First 7.000 steps

10.00 – Visiting The Metropolitan Cathedral

10.00 – 12.45 Walking City Tour #1

(Victory Square, the Metropolitan Cathedral
Liberty Square, St. George Square, Union
Square)

Next 7.000 steps

12.45 – 13.45 **Museum of The
Revolution**

14.00 – 15.30 *Lunch*

15.30 – 16.30 Walking City Tour #2
(Elisabetin District or Fabric District)

Day 4 – Time management challenges

10:00 – 11:30	<ul style="list-style-type: none">- Managing interruptions- Dealing with lateness
11:30-11:45	Coffee Break
11:45-13:15	<ul style="list-style-type: none">- Organizing disorganized people- Minimizing distractions
13:15-14:00	Lunch Break
14:00-15:30	<ul style="list-style-type: none">- The art of concise conversation- Creating time

*Evening recommendation: Opening of the exhibition "At the edge of the world" @ Art Encounters, 7 pm

Day 5 - Concentration and focus

10:00 – 11:30	<ul style="list-style-type: none">- Improving your concentration- Maximizing productivity through improved focus
11:30-11:45	Coffee Break
11:45-13:15	<ul style="list-style-type: none">- Working from home- How to stay productive while travelling?
13:15-14:00	Lunch Break
14:00-15:30	<ul style="list-style-type: none">- Final assessment- Feedback Session & Graduation

*Evening recommendation: Symphonic Concert @ Filarmonica Banatul, 7 pm



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Don't miss:

- the Museum of the Communist Consumer
- the Arts Museum
- the Village Museum
- a Spa day
- Kayaking on Bega river
- Visiting Recas Winery
- Gelato di Bruno ice cream
- Iulius Town
- Opera night

The training plan is subject to change based on the needs and expectations of the participants.

The social activities recommended for each day are optional and will be updated one week before the start of the training.