



European Academy  
of Innovation

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[www.erasmus-training.eu](http://www.erasmus-training.eu)

## Time Management

### Preliminary Training Plan

#### Day 1 – Time Management Basics

09:00 – 10:30	<ul style="list-style-type: none"><li>- Presentation of the trainer</li><li>- Presentation of the participants</li><li>- Expectations</li><li>- Presentation of the training program</li><li>- Administrative aspects</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Presentation of the universities of the participants</li></ul>
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"><li>- What is time management and how do we use it?</li><li>- Time management in the Academic culture</li><li>- How good is your time management?</li></ul>

\*Evening recommendation: Movie night @ Iulius Town

#### Day 2 – Time management tools & techniques

09:00 – 10:30	<ul style="list-style-type: none"><li>- Time Management Tools</li><li>- Time Management Techniques</li></ul>
10:30-10:45	International Coffee Break
10:45-12:15	<ul style="list-style-type: none"><li>- Multitasking</li><li>- Scheduling</li><li>- Prioritization</li></ul>
12:15-13:00	International Lunch
13:00-15:00	<ul style="list-style-type: none"><li>- Setting goals</li></ul>

\*Evening recommendation: Visit Fabric District



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### Day 3 – Cultural Immersion Day

#### *First 10.000 steps*

10.00 – Meet & Greet your guide  
10.00 – 12.45 Walking City Tour #1 (700 Market, Jewish Quarter, Liberty Square, St. George Square, Union Square)  
12.45 – 13.45 **Museum of The Revolution**

*14.00 – 15.30 Lunch at the Bastion*

#### *Next 5.000 steps*

15.30 – 17.10 **Arts Museum**  
17.10 – 18.20 Walking City Tour #2 (Victory Square, the Metropolitan Cathedral, St. Mary Square)  
18.20 – 18.50 **Communist Consumer Museum**  
18.50 – 19.00 – Tram ride to Liberty Square  
*19.00 - Traditional Romanian Dinner*

### Day 4 – Time management challenges

09:00 – 10:30	<ul style="list-style-type: none"><li>- Managing interruptions</li><li>- Dealing with lateness</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Organizing disorganized people</li><li>- Minimizing distractions</li><li>- The art of concise conversation</li></ul>
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"><li>- Creating time</li></ul>

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

### Day 5 - Concentration and focus

09:00 – 10:30	<ul style="list-style-type: none"><li>- Improving your concentration</li><li>- Maximizing productivity through improved focus</li></ul>
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"><li>- Working from home</li><li>- How to stay productive while travelling?</li></ul>
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none"><li>- Final assessment</li></ul>

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



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**Dinners** except from the one on Wednesday night will be @ **Jack's Bistro** at 7 p.m.



**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.**