



European Academy
of Innovation

+40 721 305 948

hello@erasmus-training.eu

www.erasmus-training.eu

Time Management

Preliminary Training Plan

Day 1 – Time Management Basics

09:00 – 10:30	<ul style="list-style-type: none">- Presentation of the trainer- Presentation of the participants- Expectations- Presentation of the training program- Administrative aspects
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none">- Presentation of the universities of the participants
12:15-13:00	Lunch Break
13:00-15:00	<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

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

*Evening recommendation: Visit Fabric District



European Academy
of Innovation

+40 721 305 948

hello@erasmus-training.eu

www.erasmus-training.eu

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*

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

Day 4 – Time management challenges

09:00 – 10:30	<ul style="list-style-type: none"> - Managing interruptions - Dealing with lateness
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none"> - Organizing disorganized people - Minimizing distractions
12:15-13:00	Lunch Break
13:00-15:00	<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

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

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



European Academy
of Innovation

+40 721 305 948

hello@erasmus-training.eu

www.erasmus-training.eu



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.