



European Academy
of Innovation

+40 721 305 948

hello@erasmus-training.eu

www.erasmus-training.eu

Time management

The preliminary training plan

Day 1 – Beat work overload

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
10:45-12:00	<ul style="list-style-type: none">- Presentation of the universities of the participants
12:00-13:00	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?

* Afternoon Walking City Tour

* „Our love to admire” – Art exhibition by Victor Gingiu @ Cărturești Timișoara (Mercy Street, No. 7), 10 AM – 9 PM, free entry

Day 2 – Time management tools

09:00 – 10:30	<ul style="list-style-type: none">- Activity logs- To do lists- Action programs
10:30-10:45	Break
10:45-12:00	<ul style="list-style-type: none">- Multitasking
12:00-13:00	International Buffet
13:00-15:00	<ul style="list-style-type: none">- Prioritization- Scheduling

* „Creating Necessity” Workshop (part of the workshop series „Create Your Future”) @ Ambasada (Anton Seiller Street, No. 2), 6.30 PM – 8 PM, Recommended donation per workshop - 40 lei



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Day 3 – Setting goals

09:00 – 10:30	<ul style="list-style-type: none">- Personal goal setting- Common goal setting mistakes
10:30-10:45	Break
10:45-12:00	<ul style="list-style-type: none">- Smart goals- Visualization- Staying challenged
12:00-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none">- Procrastination

*Evening recommendation: „Beauty and the Beast” @ The National Theater of Timisoara (Mărășești Street, No. 2), 7 PM – 9 PM or

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
10:45-12:00	<ul style="list-style-type: none">- Organizing disorganized people- Minimizing distractions- The art of concise conversation
12:00-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none">- Creating time

* Traditional Romanian Dinner @ Miorița Restaurant

Day 5 – Concentration and focus

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

* Spring party @ Vineri 15 (Vasile Pârvan Boulevard), 8 PM – 12 AM, free entry.



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



Don't miss:

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

- 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.