



European Academy
of Innovation

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www.erasmus-training.eu

Time Management

Training plan

Day 1 – Terminology and differences

09:00 – 10:30	<ul style="list-style-type: none">- Presentation of the project, venue, trainers, programme- Getting to know each other- Expectations- Setting the rules
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none">- Presentation of the participants and their universities- Is time relative? 1 minute- Why do we need structure?- Biorhythm and nature's influence on time
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none">- How do you manage your time?- Examples of good & bad time management- Benefits of time management- How to multiply your time- Reflection of the day

* International picnic

Day 2 – Good to know yourself

09:00 – 10:30	<ul style="list-style-type: none">- Victim/accountable chart- Types of success- Circle of creativity- SWOT analysis
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none">- SMART(ER) goals- Productivity & Prioritisation- Eisenhower box
12:15-13:00	Lunch
13:00-15:00	<ul style="list-style-type: none">- Planning- Organising a conference- Reflection of the day

* Afternoon walking city tour



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Day 3 – Taking the responsibility

09:00 – 10:30	<ul style="list-style-type: none">- Presentation of the results- Debriefing
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none">- Delegating the workload- 4 As model – Avoid, Adapt, Accept, Alter Planning- To do lists- Digital tips – apps, calendars
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none">- Procrastination – what is it?- Master of procrastination- Pros & cons- Types of procrastination- Reflection of the day

* Digitarium & Planetarium Brno

Day 4 – Procrastination

09:00 – 10:30	<ul style="list-style-type: none">- Decision paralysis- How to make it easier?- Personal Vision
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none">- Building new habits- State of flow- Motivation and meaningful life
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none">- Comfort zone?- Discussion & brainstorming- Reflection of the day

* Traditional Czech dinner



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Day 5 – Staying motivated

09:00 – 10:30	<ul style="list-style-type: none">- Maslow's hierarchy of needs- Staying objective- Internal & external motivation- Being in the flow
10:30-10:45	Break
10:45-12:15	<ul style="list-style-type: none">- Preventing burn out- Staying here & now
12:15-13:00	Lunch Break
13:00-15:00	<ul style="list-style-type: none">- Wrap up and final revision of the project- Final gratitude exercise & meditation- Graduation

Don't miss:

- ✓ [Špilberk castle and the Brno city museum](#)
- ✓ [Villa Tugendhat](#)
- ✓ [Capuchin crypt & mummies](#)
- ✓ [Jurkovič house](#)
- ✓ [Ossuary at St. Jame's church](#)
- ✓ [Dietrichstein Palace and the Moravian Museum](#)
- ✓ [Mendel museum & Augustinian abbey](#)
- ✓ [Veverí castle and Brno dam](#)
- ✓ [Digitarium & Planetarium Brno](#)
- ✓ [The Labyrinth & Mint Master's Cellar](#)
- ✓ [Open garden](#)



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The Trainers



Filip Kňáček trainer, facilitator, pharmacist, volunteer, coach

Filip is 5 years in non-formal education environment. He has extensive experience with short-term soft skills trainings aimed on topics such as time management, presentations skills, leadership, communication, personality types, body language & movement, coaching and intercultural differences. He has written and organised trainings, workshops, projects and also conferences in professional and self-developmental environment. He studied Pharmacy at the University of Veterinary and Pharmaceutical Sciences Brno where he also works at the time and establishes cooperation of the University with third parties. Currently he is mainly focusing on self-developmental topics in the youth and academic field. He is also organising his own local workshops for public on the topics of self-love, trust and life behavioral patterns. In his work he is using different coaching approaches, working through embodiment, reflections and daring activities. He is actively volunteering in Czech NGO Brno Connected, which is part of Synergy group.



Adéla Firlová pharmacist by training, creative dreamer by soul

In December 2014, she became the soft-skills trainer and ever since then, she has delivered many trainings all across the Europe. Her favourite topics are creativity, improvisation, mentoring and cultural differences. After graduating as pharmacist, she worked in a pharmacy for two years to find out she needs something more creative. Since 2017, she has been a practical lab lecturer for two subjects at Faculty of Pharmacy Brno - Analytical Chemistry and Drug Analysis, therefore, she has the experience also with formal education of adults. Adela has also worked as Vice President of Education for European Pharmaceutical Students' Association - preparing educational programme for European Congresses (each with 300 participants) as well as online webinars with both educational and soft-skills content, so you can tell that edu topics are very close to her.