

Civitas  
University

# Personal Efficiency in Practice – Time and Priority Management



## PROGRAMME

- Erasmus+ Blended Intensive Programme
- 2023-1-PL01-KA131-HED-000112406-2
- **23-27.06.2025**
- **Civitas University, Warsaw, Poland**



Co-funded by  
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# Civitas University



Virtual Meeting  
**10.06.2025**  
**1:00 p.m. CET**

Physical Mobility  
**23-27.06.2025**

## Notes :

- Participation in both Virtual and Physical part is **mandatory**
- Link to the Virtual Meeting will be provided after the registration will finish
- Participation in the event is **free of charge**
- Civitas University provides all necessary materials for workshops, cultural events, welcome dinner and coffee breaks (coffee/tea/snacks)



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Monday  
**23.06.2025**

**11:00 - 12:00**

Registration of participants

**12.00 - 13.00**

Welcome Reception at Civitas University  
and meeting with the Leadership of  
Civitas University

**13.00 - 16.00**

Guided city tour of Warsaw (Old town)

**16.00 - 19.00**

Welcome dinner



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Tuesday  
**24.06.2025**



**10.00 - 11.30**

Presentations of participants Home Universities

**11.30 - 11.45**

Coffee break

**11.45 - 13.00**

Discussion panel : Time management challenges in academic and Erasmus+ environment

**13.00 - 14.30**

Lunch Break (upon own arrangement)

**14.30 - 17.00**

“Retro bus” sightseeing trip around Warsaw



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Wednesday  
**25.06.2025**

**10.00 - 11.30**

Workshop: Effectiveness in Action –  
Setting and Achieving Goals

**11.30 - 11.45**

Coffee break

**11.45 - 13.15**

Workshop: Planning and Prioritization –  
How to Achieve Goals More Effectively

**13.15 - 14.45**

Lunch Break (upon own arrangement)

**14.45 - 16.15**

Workshop: Team Efficiency – How to  
Collaborate and Delegate Better



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Thursday  
**26.06.2025**

**10.00 - 11.30**

Poland at a Glance - Brief History of Poland - lecture by prof. Dariusz Stola

**11.30 - 11.45**

Coffee break

**11.45 - 13.15**

Discussion Panel - Effective Erasmus+ and internationalisation implementation

**13.15 - 14.30**

Explore Palace of Culture and Science + viewing-terrace XXX floor



# Civitas University

Friday  
**27.06.2025**



**10.00 - 11.30**

Evaluation and feedback from the participants

**11.30 - 12.00**

Group photos and Certificates

**12.00**

Departure Ceremony



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