



The Pomodoro Technique

Developed by Francesco Cirillo based on a tomato-shaped timer he initially used for the technique (pomodoro is a tomato based sauce). The Pomodoro Technique is designed to boost productivity on large tasks that require creative mental energy.... Like reading for class or completing a research paper. The basics of the technique are to work intensely for set periods of time with brief breaks planned in the interim.

To use the technique you will need a timer-- whether manual (like a tomato shaped or kitchen timer) or digital (such as the timer built into your phone) web-based (<http://www.marinaratimer.com>) or a specialized app (there are many available if you search for the word pomodoro). You will also need a separate planner, to-do list or paper to keep track of "pomodoros" as you go.

What you do:

1. Choose the task you are working on.
2. Set the timer to 25 minutes.
3. Work on the task in a focused manner until timer rings. Place a check mark on your paper.
4. Take a 5 minute break (use your timer here too) then set the timer for 25 more minutes.
5. Repeat until you have 4 checks on your paper (or 100 minutes of focused productive work) then take a longer break of 15-30 minutes.

Important

During your 25 minute work sessions do not have email on, texts available or respond to other distractions. You can check messages during the brief interim breaks. If possible, when interrupted by another person try the following...

1. Inform (tell) the other person that you are focused on working on something at the moment.
2. Negotiate (discuss) a time you can get back to them (possibly at the end of the current work session).
3. Follow up as soon as your work session is complete or at the agreed upon time.

Added Benefit: It can help you predict how long things will take in a visual and easy manner when paired with a to-do list... this can help when you feel that you can't accurately estimate what you are able to complete.

Helpful Resources:

<http://lifehacker.com/productivity-101-a-primer-to-the-pomodoro-technique-1598992730>
<http://cirillocompany.de/pages/pomodoro-technique/>