



# THE POMODORO TECHNIQUE



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The Pomodoro technique is a time management method created by Francesco Cirillo in the late 1980's. The technique is designed to improve focus and maximize productivity by removing distractions and balancing work sessions with breaks.

Here's how it works. Each 25 minute session equals 1 Pomodoro. For every pomodoro you'll take a 5 minute break. After 4 Pomodoros, you'll take a longer 20 - 30 minute break. Let's get started.

1. Remove all distractions. Use a white board (or another visual cue) to let your team know when your next break is coming up.
2. Using your list from "3-I Your Week," write the activities you need to accomplish on the activity inventory list in order, starting with the greatest to least important.
3. Set a timer for 25 minutes (1 pomodoro) and work on the first task until the timer rings.
4. Take a break for 5 minutes.
5. Keep on working, Pomodoro after Pomodoro, until the task at hand is finished. Then move on to a new task from your Activity Inventory sheet.
6. If you get distracted, just make a tiny tally mark on the line or in the app—no judgment, you're just observing. Aim for fewer and fewer with each Pomodoro.

## POWERTIPS



*It's best to perform pomodoros during your "peak" time of day— when you are sharpest.*

*If a task takes more than 5-7 Pomodoros, break it down into smaller tasks.*

*If it takes less than one Pomodoro, combine it with another task*

*The technique shouldn't be used for activities you do in your free time. Enjoy free time!*

*Archive your task sheets to analyze your performance over time.*

# POMODORO ACTIVITY TRACKER

Task	Pomodoro	Break
	○○○○	⑤ ⑤ ⑤ ②①
	○○○○	○○○○
	○○○○	○○○○
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