

How to apply the...

POMODORO TECHNIQUE

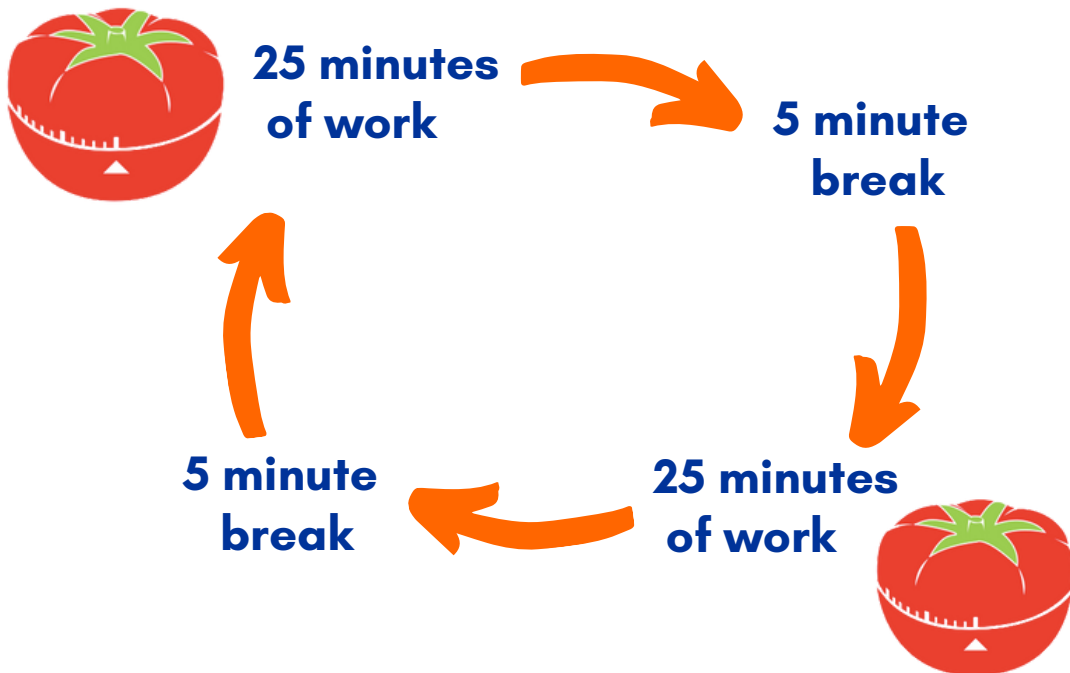
The Pomodoro Technique is a famous time management method. This technique can help you build **concentration and focus**. It can also reduce **procrastination** by working with specific intermediate goals. First, you create an overview of your to-do's which gives you more structure. This way you get **insight** into the duration of specific tasks. The short and achievable time blocks will **motivate** you to keep focus during the set time frame.

So, a lot of benefits! Use the **action plan** below to try out the Pomodoro Technique.



Fun Fact!

Did you know that the Pomodoro Technique was named after a kitchen timer in the shape of a tomato (Pomodoro = tomato in Italian)? The Italian Francesco Cirillo was tired of constantly being distracted by his surroundings. That's why he used a kitchen timer as a **symbol** to show when he was working.



It's important that you follow the action plan below: by applying the technique **consistently**, you will learn a new habit and profit from it in the long term. So give yourself some time to try it out and find your own rhythm!

Listen to your personal **biological rhythm**. The Pomodoro Technique is one example to build focus. It's also fine to work with time blocks of 50 minutes if you prefer working like that. Just make sure to keep the same routine going.

Step-by-step guide

1

OVERVIEW

Broadly write down all the tasks you want to get done. Obtain an **overview** of the parts you want to cover.

2

TO-DO LIST

Create a **TO-DO list** according to the Pomodoro Technique. How?

- › Tasks you can complete in 25 minutes.
- › Divide by **priority**; work on the most important tasks first.

3

TIMER OF 25 MINUTES

You can use the Pomodoro Technique through different channels:

- › **Laptop?** Then the website pomofocus.io is a handy tool. This will make sure you get a notification on your screen when the alarm clock goes off.
- › **At home?** Place a cooking timer, just like Francesco Cirillo. Use it as a symbol to those around you. It means you are working and don't want to be disturbed for a while.
- › **Mobile phone?** There are lots of useful apps for this too, for example: [Focus plant](#), [Be focused](#). Definitely do not use your mobile phone as a timer, if it can cause distractions during work.

During these 25 minutes, it is important that you stick to the top task on your to-do list. In this task, you have one goal: finish this task with focus.

4

TAKE A BREAK

You have completed the top task and can tick it off. **5 minutes** gives your head enough space to sort everything out and start fresh on the next task.

5

TAKE A LONGER BREAK

If you have completed four tasks, you are entitled to a longer break. Use **15 minutes** to take a break from work. Also be sure not to let this time run out, as it will be harder to get back into the rhythm.