HOW TO BE PRODUCTIVE USING THE POMODORO TECHNIQUE

NAMED AFTER THE ITALIAN WORD FOR TOMATO SINCE THE TIMER USED BY THE TECHNIQUE’S CREATOR WAS SHAPED AS A TOMATO

PICK A TASK

TO DO

- Write XYZ est. time: 2 hrs.
- Task 2
- Task 3

A list should be planned ahead of time.

SET THE TIMER TO 25 MINUTES

25

Although a mechanical timer is suggested (like this tomato-shaped kitchen timer), any type will do.

GET TO WORK

NO DISTRACTIONS ALLOWED

STOP WHEN TIME IS UP

DING

This block of work time is called a POMODORO.

RECORD PROGRESS

TASK: WRITE XYZ

- Pomodoro 1
  - Didn't get distracted by a phone call this morning.
  - Will return call tonight.
- Pomodoro 2

Make note of anything that could aid future improvement.

TAKE A FIVE MINUTE BREAK

GET UP

MOVE

GET YOUR MIND OFF THE TASK

NOURISH YOURSELF

Breaks keep you fresh.

GET BACK TO WORK

AND REPEAT PREVIOUS STEPS

IN FLOW

AFTER THE FOURTH POMODORO TAKE A LONGER BREAK (15 - 30 MINUTES)

Squeeze in mindless chores for increased productivity.

CONTINUE LIKELY UNTIL CALLING IT A DAY

I GOT SO MUCH DONE.

With such focus and flow, time is used more efficiently while reducing mental fatigue.

THE POMODORO TECHNIQUE® IS A REGISTERED TRADEMARK OF THE TECHNIQUE’S CREATOR FRANCESCO CIRILLO. FOR MORE INFORMATION, VISIT WWW.POMODOROTECHNIQUE.COM.