

The Pomodoro Technique

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The Pomodoro Technique is a time management tool to help you work productively by setting goals for a work period, working and taking breaks for set intervals, and keeping track of your progress.

1 Plan your tasks

What do you want to accomplish? Write down your specific goals and how much time you expect it will take.



2 Set a timer and work for 25 minutes

3 Record your progress



4 Set a timer to take a break for 5 minutes



5 Repeat steps 2-4

Complete three to five rounds of study/work cycles

6 Take a longer break

Assess your progress and your time expectations. Break for ~30 minutes. Then move on to another task or keep at it, starting from the top!



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