

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 focus on your task for 25 minutes.



3 When the timer ends:

Stop and record your progress.



4 Set a time to take a break for 5 minutes.



5 Repeat steps 2-4

Complete between three to five study/work cycles.



6 Take a longer break

Assess your progress and your time expectations.

Break for about 30 minutes.

Then move on to another task or keep at it, starting from the top!

