

How to apply the...

# POMODORO TECHNIQUE

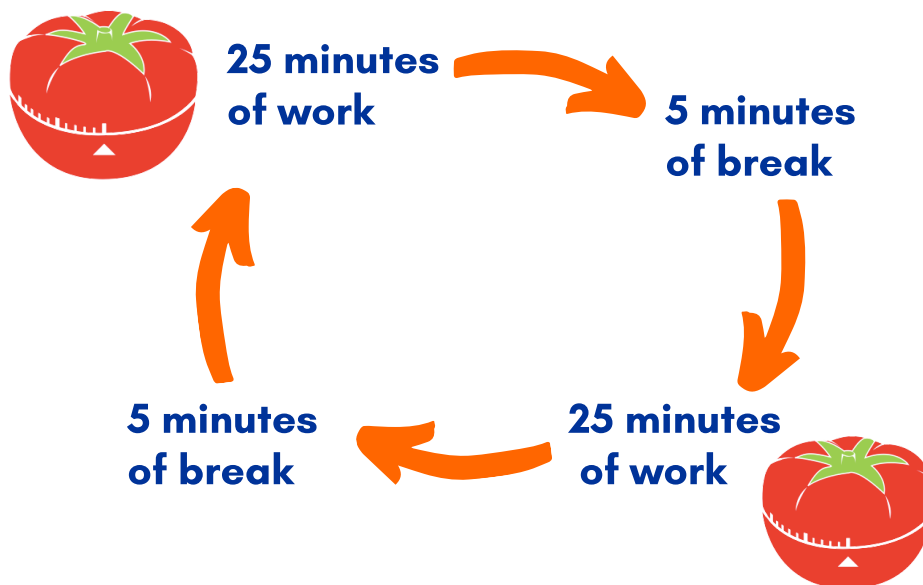
The Pomodoro Technique is a famous time management method. This technique helps to build **concentration and focus**. It can also **reduce procrastination** by working with specific intermediate goals. First, you create an overview of your to-do's which gives you more structure. This way you get **insight** 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.

# Action plan

1

## OVERVIEW

Write down your main goals. Get an **overview** of the tasks you would like to work on or finish today.

2

## TO-DO LIST

Make a **task list** divided in "Pomodoro time blocks". How?

- › Tasks you can finish within 25 minutes.
- › **Prioritize** your tasks; first work on the most important and urgent tasks.

3

## TIMER OF 25 MINUTES

You can use different tools when **applying the Pomodoro Technique**:

- › **On your laptop?** Then the website [pomofocus.io](https://pomofocus.io) is a useful tool. It will give you a notification on your screen when the timer goes off.
- › **At home?** Set a kitchen timer, just like Francesco Cirillo did! You can use it as a symbol to your surroundings. It means that you are in the process of working and do not want to be disturbed.
- › **Mobile phone?** There are a lot of convenient apps you can use, for example: [Focus plant](#), [Be focused](#). Don't use your mobile phone as timer when it is a distraction to you during study time or make sure to use an app which blocks other media.

During these 25 minutes it is important that you stick to the first task on your list. You have one goal only: to focus on this work task.

4

## TAKE A BREAK

Good! You have finished the first task and you can tick the box on your list. **5 minutes** of break will give your mind some rest to be able to start fresh on your next task.

5

## TAKE A LONGER BREAK

When you have finished 4 tasks, you deserve a longer break. Take **15 minutes** to relax outside of your work environment. Make sure to also time this break. It's more difficult to start again once you are out of rhythm.