

Time management: Pomodoro technique

Having trouble staying focused when trying to complete a task? Use this toolkit to learn about how the Pomodoro technique can help stay on track and complete your tasks in a timely manner.

The Pomodoro Technique is a time management method in which you do focused work during 25-minute intervals – known as pomodoros – and take a five-minute break.

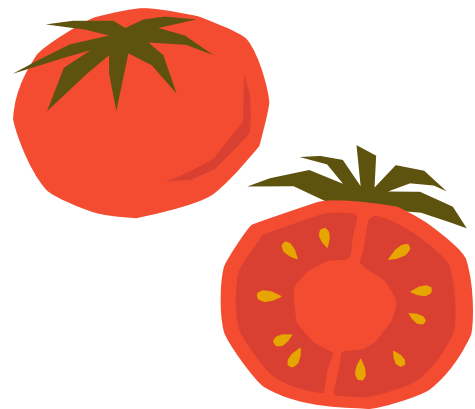
Step 1: Pick a task

Step 2: Set a 25 minute timer (or a length of time that works for you!)

Step 3: Work on your task with no distractions until the time is up

Step 4: Take a 5 minute break

Step 5: Every 4 pomodoros (intervals), take a longer break of 15-30 minutes



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Tips for success:

- Break down larger tasks into smaller ones.
- Group very small tasks together.
- Use an app to lock your phone during your focus time to avoid distractions.
- Avoid mentally taxing activities during your break.

Benefits:

- Improves focus
- Minimizes distractions
- Prevents burnout
- Promotes accountability
- Boosts motivation

★ *What will you use the pomodoro technique for?*

My commitment is...