



## The Pomodoro Technique Devised by Francesco Cirillo

### 1. Choose a task you would like to get done

Something big, something small, something you've been putting off - something that deserves your full, undivided attention.

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### 2. Set the Pomodoro for 25 minutes

Promise yourself:

'I will spend 25 minutes on this task, and I will not interrupt myself'.

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### 3. Work on the task until the Pomodoro rings

Immerse yourself in the task for the next 25 minutes.

If you remember something else you need to do, write it down on a sheet of paper and continue with the task at hand.

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### 4. When the Pomodoro rings, put a checkmark on a sheet of paper

*Congratulations & Well Done*

You have spent an entire, 'Pomodoro' (interval of focused time) on a task.

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### 5. Take a short break (5 minutes)

Breathe, meditate, stretch, go for a short walk. Do something that is not work related, something relaxing like having a drink or cup of tea.

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### 6. Every 4 pomodoros take a longer break

Once you've completed four 'pomodoros', take a longer break of 20 - 30 minutes. Your brain will use this time to assimilate new information and rest before the next round of 'Pomodoros'

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**Reference:** <http://baomee.info/pdf/technique/1.pdf>