

The Pomodoro Technique

Maximizing concentration through targeted pausing



How does this help me?

- Larger tasks are divided into smaller, easily manageable units.
- Getting started is easier.
- Distractions are avoided and targeted work is easier to complete.
- Focusing on one task is encouraged.
- Concentration is maximized.
- Regular short breaks promote interest and motivation.

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You need:



Kitchen Timer / app,
paper, pen

What do tomatoes and time management have to do with each other?

We've all been there: you have a long text to read or a chapter to write for a term paper, but you keep getting distracted or don't even start. But there's a very simple trick you can use to increase your attention and work more efficiently: The Pomodoro Technique.

This technique goes back to Francisco Cirillo, who created specific rotations of work and rest phases to maximize concentration and increase motivation. To control the intervals, he used a kitchen clock in the shape of a tomato, hence the Pomodoro technique (Pomodoro is Italian for tomato).

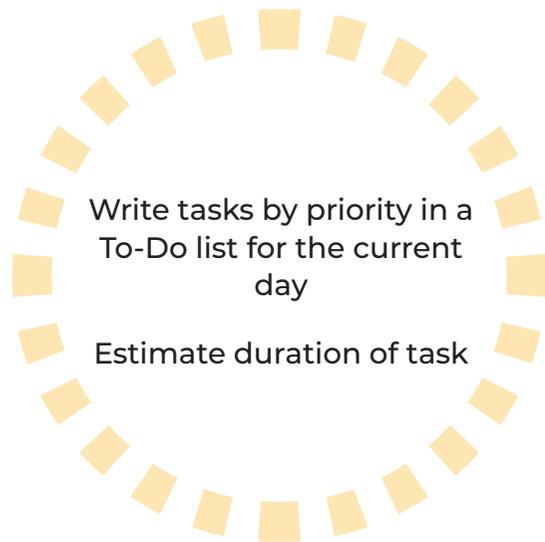
Source:

<https://francescocirillo.com/pages/pomodoro-technique>

What to do:

1. Write down all the tasks that need to be done today on a To-Do list. Now sort all the tasks by priority.
2. Once you have set your priorities, estimate the time and effort required for each task as accurately as possible. Plan some buffer times.
3. Now it's time for the Pomodoro Technique. Choose one of the tasks from your To-Do list. Set your kitchen timer or app to 25 minutes.
4. Now take these 25 minutes to concentrate on your task. For example, set your cell phone to flight mode or close any social media on your computer to avoid distractions.
5. As soon as the kitchen timer rings, spend up to 5 minutes on a short break. For example, get up from your desk, grab a snack, or check your Instagram feed.
6. When the 5 minutes are up, set the kitchen timer to 25 minutes again. The next concentrated work phase begins.
7. Repeat the two steps (work phase + break phase) up to 4 times. Then take a longer break of 30 minutes. After this longer break, you can start the next pomodoro unit afresh with renewed concentration.





1. Planning



2. Execution



3. Visualization



Should you think of new and important tasks during the work phase, write them down.

Move around during the short break and don't do anything mentally demanding.

After a long period of work, the head and the body need a slightly longer break to regenerate. For this reason, after completing 4 pomodoro units, take a longer break of about 30 minutes.

