

HOW TO BE PRODUCTIVE USING



THE POMODORO TECHNIQUE

NAMED AFTER THE ITALIAN WORD FOR TOMATO SINCE THE TIMER USED BY THE TECHNIQUE'S CREATOR WAS SHAPED AS A TOMATO

PICK A TASK



A list should be planned ahead of time.

SET THE TIMER TO 25 MINUTES



Although a mechanical timer is suggested (like this tomato-shaped kitchen timer), any type will do.

GET TO WORK



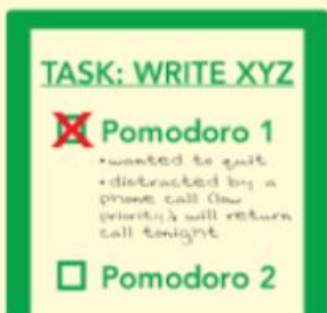
NO DISTRACTIONS ALLOWED

STOP WHEN TIME IS UP



This block of work time is called a POMODORO.

RECORD PROGRESS



Make note of anything that could aid future improvement.

TAKE A FIVE MINUTE BREAK



Breaks keep you fresh.

GET BACK TO WORK



AND REPEAT PREVIOUS STEPS

AFTER THE FOURTH POMODORO TAKE A LONGER BREAK (15 - 30 MINUTES)



Squeeze in mindless chores for increased productivity.

CONTINUE LIKEWISE UNTIL CALLING IT A DAY



With such focus and flow, time is used more efficiently while reducing mental fatigue.