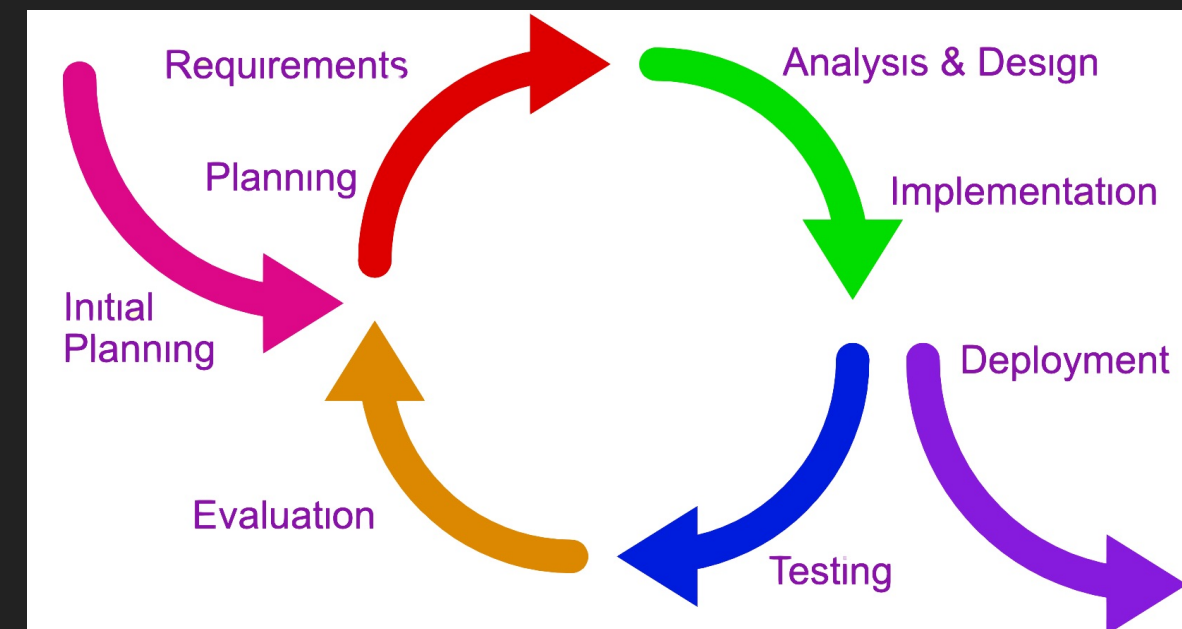


POMODORO TECHNIQUE

**PRODUCTIVITY –
25 MINUTES AT A TIME**

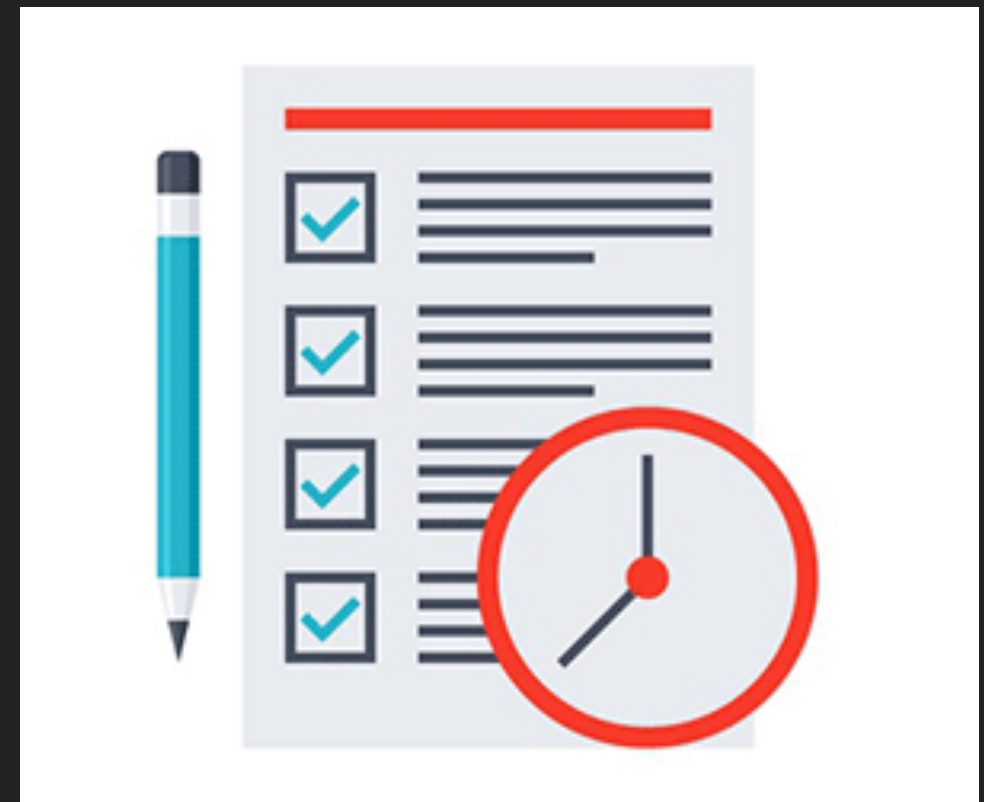
HISTORY

- ▶ Developed by Francesco Cirillo in the late 1980s.
- ▶ Based on a kitchen timer he had as a college student.
- ▶ Pomodoro is Italian for tomato.
- ▶ Commonly used by medical students.
- ▶ Related to Iterative and Incremental Development.



BASICS

- ▶ Make a list of tasks.
- ▶ Estimate how many Pomodoros are needed for each task.
- ▶ Cycle through Pomodoros until tasks are done.
- ▶ Include time at the beginning and end of each Pomodoro for **review** and **planning**.
- ▶ Minimize distractions.



STATE FLOW

- ▶ 1. Make a list of tasks to be done.
- ▶ 2. Set a timer (traditionally 25 minutes).
- ▶ 3. Work on the tasks.
- ▶ 4. When the timer goes off, make a checkmark.
 - ▶ A. if (checkmarkTotal < 4) then takeBreak(3-5 minutes)
GOTO Step 2
 - ▶ B. else takeBreak(15-30 minutes) GOTO Step 1

DISTRACTIONS

- ▶ Limit distractions during each Pomodoro.
- ▶ Avoid email, texting, Skype, or other unproductive browsing.
- ▶ If interrupted:
 - ▶ **Inform** that you are in the middle of something.
 - ▶ **Negotiate** a time when you can get back to them.
 - ▶ **Call back** when you are done with your Pomodoro.

WHEN TO USE IT

- ▶ Studying.
- ▶ Isolated tasks (ie, bugs or development items).
- ▶ When you find yourself having a hard time focusing with any task.
- ▶ Something you have been putting off for too long.
- ▶ When you just need to cut out distractions!

DOWNSIDERS

- ▶ Requires some initial discipline.
- ▶ Sometimes focus isn't an issue
 - ▶ ... but taking breaks is important.
- ▶ There are such things as "too much control," over planning, and over engineering.
- ▶ It can come off as rude to tell other people, "Sorry - I am in my tomato time."



DEVELOPER SUGGESTIONS

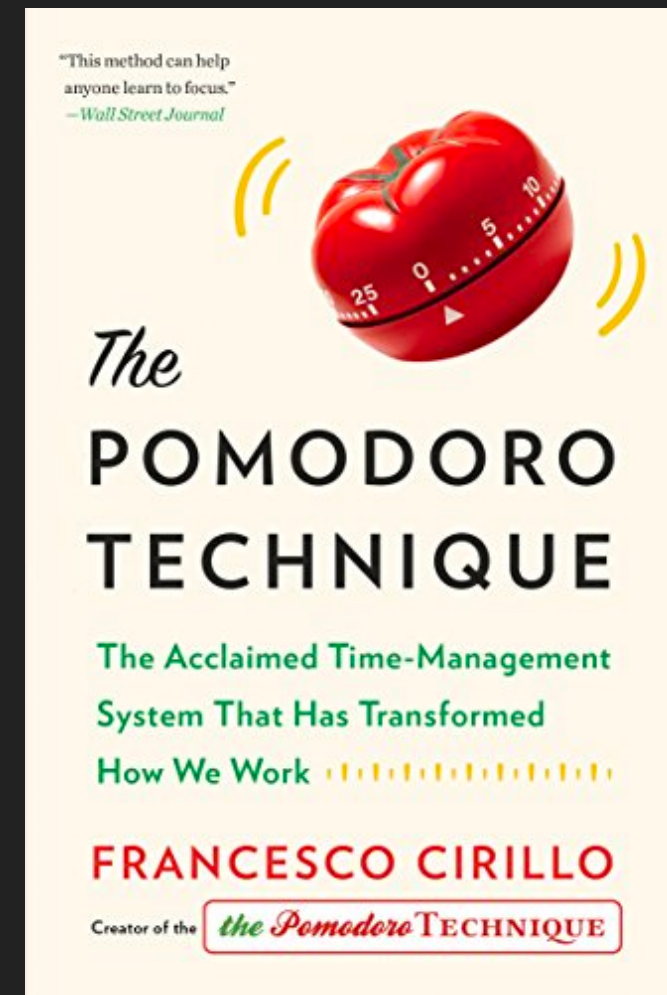
- ▶ Phone on Do Not Disturb or Airplane Mode.
- ▶ Email notifications minimized or off.
- ▶ Set Skype to Busy.
- ▶ Align your tasks with TFS tasks/bugs.
- ▶ When tasks are done, use this to remind you to check in code.
- ▶ If pair programming, switch off after each Pomodoro.
- ▶ Any time left in a Pomodoro? Overlearn!

NEXT STEPS

- ▶ Create a Raspberry Pi/Arduino to light up when on a Pomodoro for people to see when you are working.
- ▶ Find or make your own app to help with the process.
- ▶ Go old school with a kitchen timer and checkmarks!
- ▶ Get a 20-30 minute hourglass. Physically turning it can build a signal to start focusing.
- ▶ Don't over think it!

REFERENCES

- ▶ Book: Pomodoro Technique
- ▶ Wikipedia:
 - ▶ http://en.wikipedia.org/wiki/Pomodoro_Technique
- ▶ Online Timers:
 - ▶ tomato-timer.com
 - ▶ Pomodoro-Tracker.com
 - ▶ TomatoTimer.com
- ▶ Youtube videos to study with "hip" youtube personalities!



QUESTIONS?