



LIFE IN 25 MINUTES

- ▶ The Pomodoro Technique® is a means to manage your time, invented by Francesco Cirillo. It can help you work in a more focused and specific way.
- ▶ You are working within precise time slots: for instance 25 minutes followed by a 5 minute break.
- ▶ A timer counts down your minutes and should not be interrupted, if possible.
- ▶ Each pomodoro is focused on a certain topic.
- ▶ You determine the object of the pomodoro in advance so you have an opportunity to reflect about the result and your satisfaction.
- ▶ In time, you are going to develop your perception of time. The pomodoros are helping you measure how much time you need for your tasks and you get a feeling to work with and not against time.
- ▶ The breaks between the pomodoros are going to help you carry your motivation over a longer period of time.



TRAINING TASK

- ☐ Get yourself a timekeeper.
Apps or an egg timer have proven to be useful.
- ☐ Try out doing at least 12 pomodoros within two weeks.
- ☐ Try to spread out your pomodoros over at least eight different days.
- ☐ Use the pomodoros to experiment in different parts of your life (job, learning, housekeeping, hobbies, daily routine...).
- ☐ Document your objectives before and your experiences and results afterwards.