# Introduction

The Pomodoro Technique is a **time management system** that encourages people to work with the time they have—rather than against it. Using this method, you break your workday into 25-minute chunks separated by five-minute breaks. These intervals are referred to as pomodoros.

# Special technic

The 25-minute work sprints are the core of the method, but a Pomodoro practice also includes three rules for getting the most out of each interval:

* Break down complex projects. If a task requires more than four pomodoros, it needs to be divided into smaller, actionable steps. Sticking to this rule will help ensure you make clear progress on your projects.
* Small tasks go together. Any tasks that will take less than one Pomodoro should be combined with other simple tasks. For example, "write rent check," "set vet appointment," and "read Pomodoro article" could go together in one session.
* Once a pomodoro is set, it must ring. The pomodoro is an indivisible unit of time and cannot be broken, especially not to check incoming emails, team chats, or text messages. Any ideas, tasks, or requests that come up should be taken note of to come back to later, pen and paper will do.

In the event of an unavoidable disruption, take your five-minute break and start again. Cirillo recommends that you track interruptions (internal or external) as they occur and reflect on how to avoid them in your next session. (The Pomodoro Technique, 2021)

# Steps to achieve your goal

There are six steps in the original technique:

* Decide on the task to be done.
* Set the pomodoro timer (traditionally for 25 minutes).
* Work on the task.
* End work when the timer rings and take a short break (traditionally 5 to 10 minutes).
* If you have fewer than three pomodoros, go back to Step 2 and repeat until you go through all three pomodoros.
* After three pomodoros are done, take the fourth pomodoro and then take a long break (traditionally 20 to 30 minutes). Once the long break is finished, repeat to step. (Pomodoro Technique, 2021)

Example of pomodoro

A picture containing timeline

Description automatically generated

# The Cons

* Pomodoro, is a great productivity technique, but it’s not perfect for everybody. People with tasks that require **longer sessions of concentration** or tasks that are too short for a 25 minute work period find that the Pomodoro technique is not applicable for them.
* Another possible drawback of this method is that **interruptions are nearly impossible** to avoid especially if you are working in an office. You may find it almost impossible to do 25 minutes without being interrupted. Some critics have also pointed out that when using this technique, reaching the 25 minute Pomodoro timeout when you are in the flow of work can interrupt creativity and concentration. (Well, what is the Pomodoro Technique?, 21)
* Some people feel like the 5-minute break is not enough. Again, this method maybe is not for everyone. But in my opinion it can increase the productivity for everyone regardless of how they feel about. For me, it sets on fire my productivity.
* Some tasks are too short to complete in 25 minutes. In this case, you have to group these small task into one pomodoro.

# The Pros of Pomodoro Technique

* It forces you to focus on one task at a time
* It helps you measure the time it takes to complete a task, for example it usually takes me 4 pomodoros (2 hours) two write an article for my website
* It avoids distractions, which can be dealt during the breaks or scheduled for a later pomodoro
* The 25 minutes period of focus seems like the perfect amount of time for focus. There are variations to the pomodoro technique like working for 45 or 50 minutes instead, but the classical one is 25 minutes.
* It avoids over-spending time on a task. If I work without a time box, I tend to over-work on a task. When I am forced to take a break by the pomodoro technique I will start a new task for the new pomodoro.
* The break after 4 pomodoros is a great idea too. It’s not good for productivity to work straight, without a longer, break for more than two hours. Even with the five-minute breaks after each pomodoro, a longer break is needed.
* One of the biggest advantages of the pomodoro technique is that it avoids burnout. If you work for 25 minutes and then do a good relaxation like meditation or just close your eyes for 5 minutes you won’t get tired even if you do 16 pomodoros (8 hours of work) a day. Accompanied with the 15-30 minutes break after four pomodoros this method avoids burnout.
* It helps you break large tasks into smaller more manageable tasks. You can divide a largo tasks into periods of focused work consisting of 25 minutes. (Personal Productivity Hacks, 2021)

Screenshot of POMODORO technique for Iteration 2 A picture containing background pattern

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Graphical user interface, text, application, chat or text message

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Screenshot of POMODORO technique for Iteration 4

Graphical user interface, application

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Screenshot of POMODORO technique for Iteration 5Graphical user interface, text, application, chat or text message

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# Checklist

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Rules/checklist** | **Worked** | **Failed** | **Example** | **How To Improve** |
| Breaks are NOT Optional | Yes |  | 5 minutes break for stretching | Works fine |
| Time Length = Challenge of Task |  | Yes | Some tasks are longer that 25 minutes and it’s hard to divide into equal blocks | relate to how long I can focus on a task without feeling distracted. |
| Partial Pomodoros DoCount | yes |  | Got interrupted in the middle of a POMODORO block by daughter, stop it but started from the point I stopped, instead of all over again | Works fine |
| Batch Related Pomodoros |  | no | All tasks are 25 minutes minimum, so there is no point to grouped together | Cannot improve at this point |
| Using an APP | yes |  | Pomodoro app from the Google Play Market | Make it free |

# Personal reflection

Personally, I see a lot of advantages of this method. I was using it all the time without knowing real name of it existence.

I choose this method because it is perfectly describing my personality. Multitasking is my choice and way of life. On my previous job as a landscaper multitasking was a big part of a job.

Sometimes I can “zone off” and be 100 % in the job or project, but only for short period of time (probably around 25 minutes) and I am happy to move to another task.

On the other hand, I can be easy distracted and sometimes it is hard to get back to the route.

What can be improved: In conclusion I would like to add that I am combining POMODORO technique with another techniques for the best result. Usually, it is GANTT CHART. It helps me to see a full picture of future tasks.

# References

*Personal Productivity Hacks*. (2021, 08 24). Retrieved from personalproductivitythacks: https://personalproductivityhacks.com/the-pros-and-cons-of-the-pomodoro-technique/

*Pomodoro Technique*. (2021, 08 23). Retrieved from WIKI: https://en.wikipedia.org/wiki/Pomodoro\_Technique

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