

Tools

To start using the Technique, you only need some simple tools:

- ∞ A Timer
- ∞ A Pencil
- ∞ An Activity Inventory Sheet
- ∞ A To-Do Sheet
- ∞ Binder for Archived Sheets (Optional)
- ∞ “Gone Fishing” Sign (Optional)

When to Use

- ∞ To periodically regain control of your time and refocus your priorities.
- ∞ When you need to be über-productive, but you can’t check out completely from your team.
- ∞ When you feel yourself losing steam on a GANTT (God-Awful, Never-Ending *Terrible* Task).
- ∞ When you lose your sense of how long tasks take to complete (leading to unrealistic deadlines and schedules).

Benefits

- ∞ Fights the “dopamine squirt.”
- ∞ Enhances awareness of your decisions.
- ∞ Helps you *sustain* productivity.
- ∞ Helps you balance individual productivity with team collaboration.
- ∞ Strengthens your resolve to continue applying yourself in the face of complex situations.



The Rules

Put all the activities you have to accomplish on the Activity Inventory Sheet. At the beginning of each day, select the MOST IMPORTANT TASKS you need to complete.

Start Working:

- ∞ Choose your most important task to work on first. Write it in Line 1 of your To-Do sheet.
- ∞ Set the timer to 25 minutes (= 1 “Pomodoro”).
- ∞ Work until the timer rings.
- ∞ Mark an X next to your task (on Line 1) when the pomodoro is over.
- ∞ Take a short break (3-5 minutes).
- ∞ Every 4 Pomodoros, take a longer break (15-30 minutes).

Keep on working, Pomodoro after Pomodoro, until the task at hand is finished. Then move on to a new task from your Activity Inventory sheet.

Whenever you face an interruption (external or personal distractions, such as the impulse to check email), put a dash on your sheet. It’s your decision whether to address the interruption, but aim for fewer and fewer with each Pomodoro.

Tips

- ∞ A Pomodoro is indivisible.
- ∞ If a task takes more than 5-7 Pomodoros, break it down.
- ∞ If it takes less than one Pomodoro, combine it with another task.
- ∞ Once a Pomodoro begins, it has to ring. No re-dos!
- ∞ The technique shouldn’t be used for activities you do in your free time. Enjoy free time!
- ∞ Use a white board (or another visual cue) to let your team know when you your next availability is coming up.
- ∞ Archive your task sheets to analyze your performance over time.

∞

***The next
pomodoro will
go better!***

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