

# POMODORO TECHNIQUE

# CHEAT SHEET

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Are you looking to get more from your day? Want to avoid spending your precious time reading even *more* books on productivity? You may benefit from the Pomodoro Technique.

***This method simplifies time and task management with a single, simple tool: a timer.*** Try this effective step-by-step method for using this tool to maximize your productivity.

## 1. CHOOSE YOUR TIMER

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- ➡ The title, "Pomodoro Technique," is based on the tomato-shaped kitchen timer, but any timer will do. You may benefit from a physical device that you can set and reset manually.
- ➡ Alternately, you may prefer a software application that offers greater automation.

## 2. TRACK YOUR SESSIONS

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- ➡ Use a sticky note, notepad, piece of scratch paper, or your computer.
  - ➡ A spreadsheet program such as Excel can work nicely.
  - ➡ Use check boxes to track every session that you complete.
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### 3. SET YOUR TIMER FOR 25 MINUTES

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- ➡ While the timer is running, work without distractions.
- ➡ A Pomodoro session can be stopped if you must, but it cannot be paused or restarted.

### 4. TAKE A QUICK BREAK

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- ➡ When the timer goes off, stop what you're doing and take a break.
- ➡ Your break should last at least 5 minutes, but not much longer.

### 5. AFTER 4 SESSIONS, TAKE A LONGER BREAK

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- ➡ When you've completed four successful Pomodoro sessions, take a longer break.
- ➡ Now is a good time for a 30-minute rest.
- ➡ You may find it refreshing to have a snack, meal, or even a short nap to recharge before beginning again.