

Personal Productivity Using The Pomodoro Technique

Presented by:
Daniel Hinojosa

This presentation was created using the
Pomodoro Technique. (21 pomodoros)



Personal Agility using the Pomodoro technique by Daniel
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About the Pomodoro Technique

- Pomodoro = Tomato
- <http://www.pomodorotechnique.com>
- Highly Focused
- Any Task
- Tasks you don't like



Who uses it at
NFJS/Uberconf?



The Discipline

- Turn off Phone(s)
- Turn off IMs or DND
- No non-task related browsing
- No bathroom breaks*
- No conversations
- No meetings
- No eating
- No preening



The Essentials

- 25 minutes all focused, timed, **exact!**
- Indivisible
- Use either
 - a kitchen timer
 - a tomato timer
 - a software timer
- Adhere to the discipline
- **THE BELL HAS TO RING**
- Do not use it for free time
- Surprisingly **not very easy**



Daily Planning



To Do Today

TO DO TODAY: 07/14/2011
DANIEL HINOJOSA, ÜBER CONF, DENVER

INTRODUCE POMODORO TECHNIQUE

☐

**DISCUSS POMODORO RECORDING AND
ANALYSIS**

☐

**DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS**

☐

Start the Clock



25 Minutes
Later



To Do Today

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INTRODUCE POMODORO TECHNIQUE

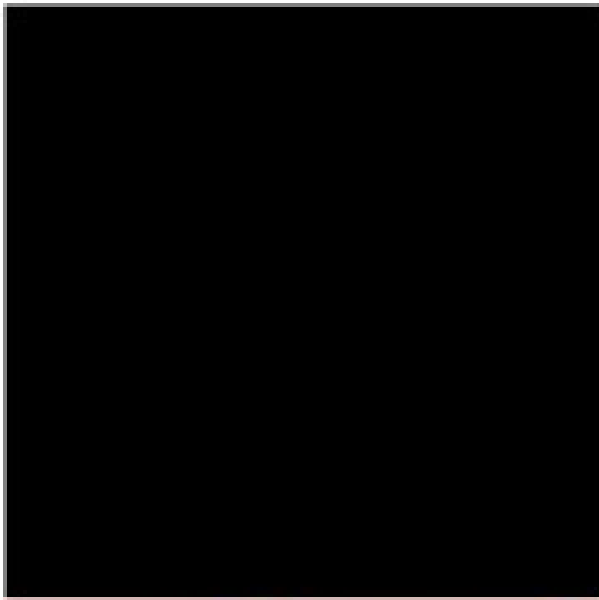
☐

**DISCUSS POMODORO RECORDING AND
ANALYSIS**

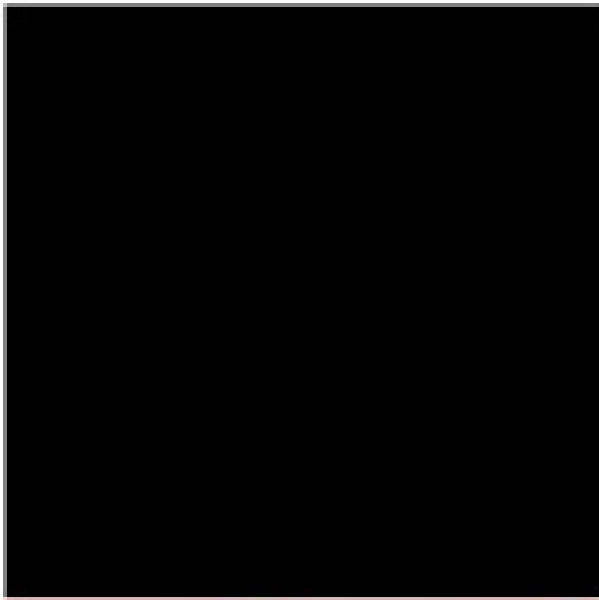
☐

**DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS**

☐



It's about focus



Break!

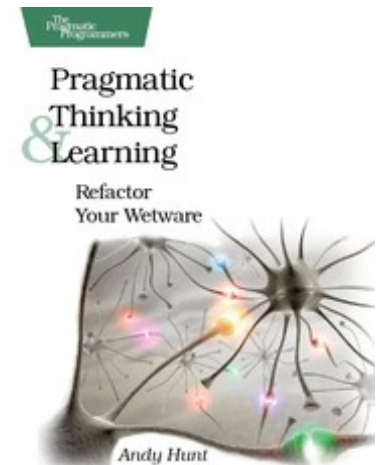
Taking Breaks

- 3-5 minutes
- Don't think about work.
- Let your right brain review your left brain
- Ease up on your back
- Get water, coffee (Water preferred)
- After 4 pomodoros take longer break



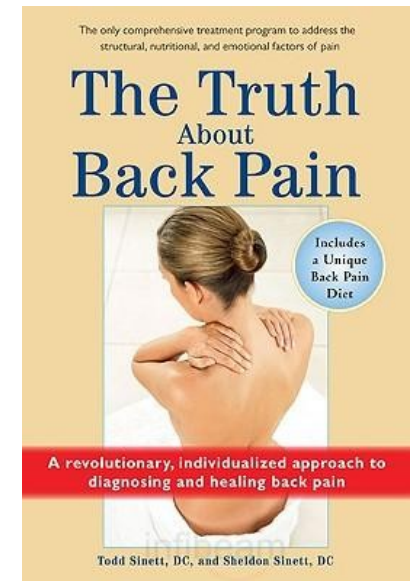
Taking Breaks

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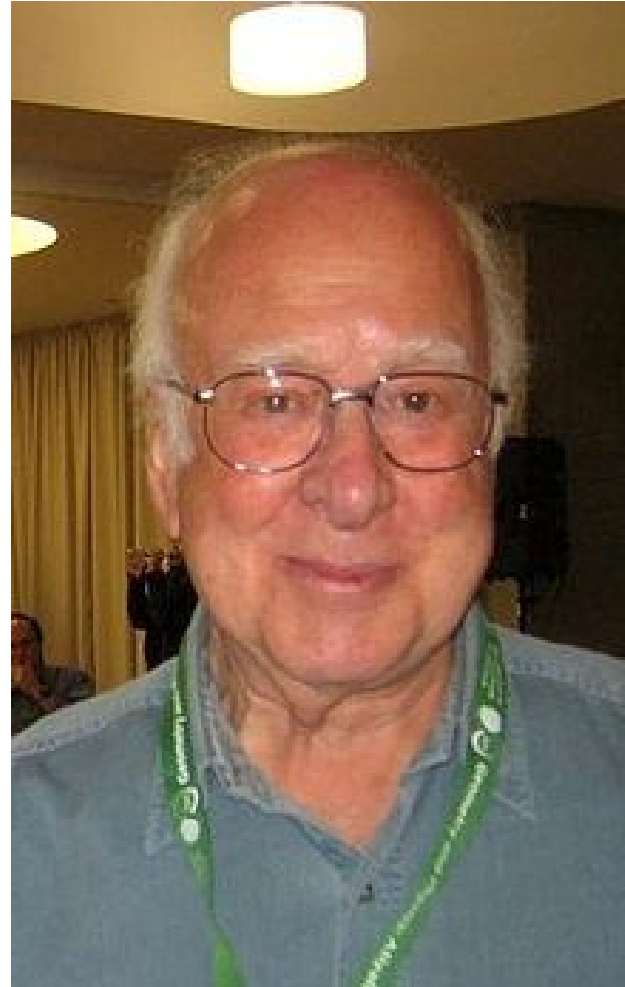


Taking Breaks

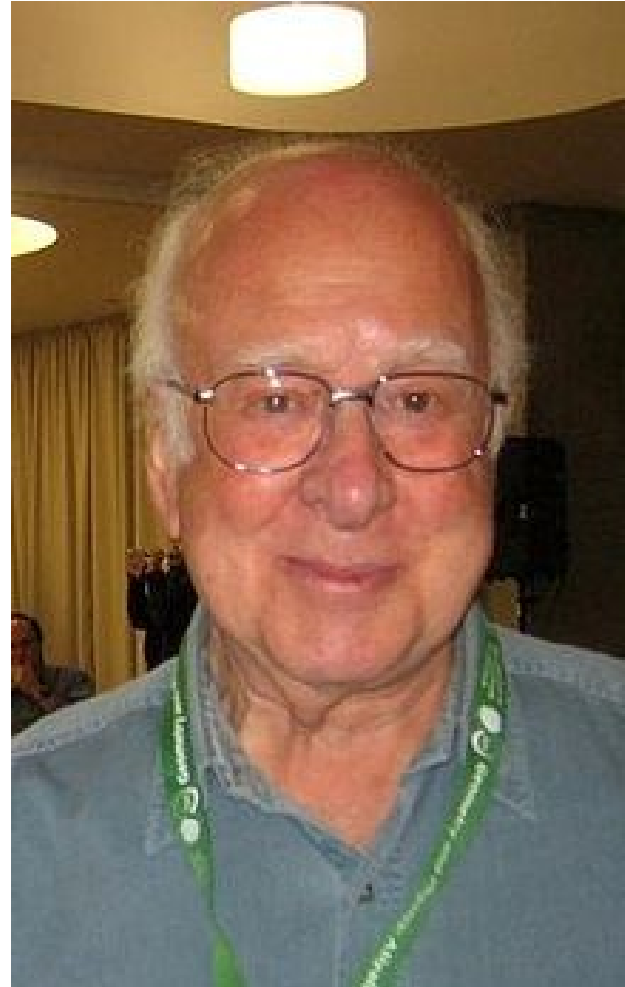
- 3-5 minutes
- Don't think about work
- Let your right brain review your left brain
- Ease up on your back
- Get water, coffee (Water preferred)
- After 4 pomodoros take longer break, but why?



Taking Breaks

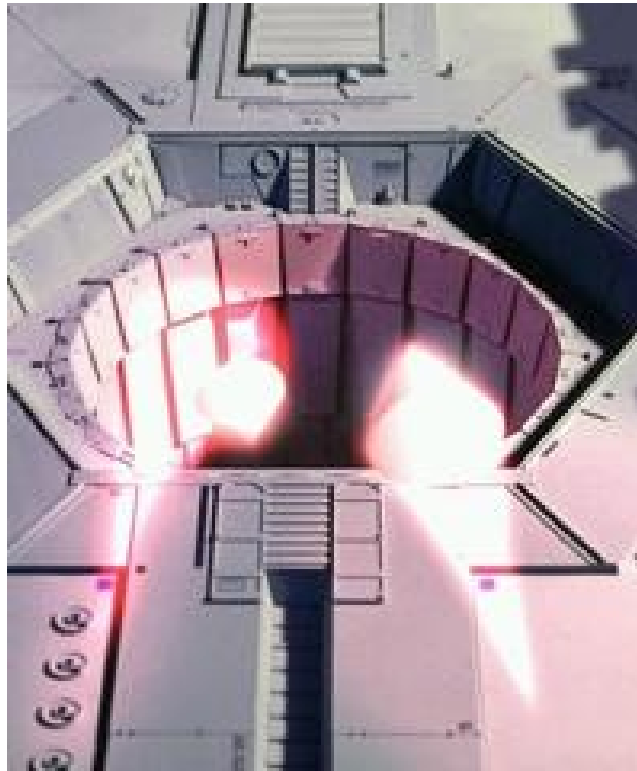


Taking Breaks



Peter Higgs, Emeritus Professor University of Scotland

Taking Breaks



Taking Breaks



Taking Breaks



Taking Breaks



HIGGS BOSON HOW THE PARTICLE WAS FOUND

1

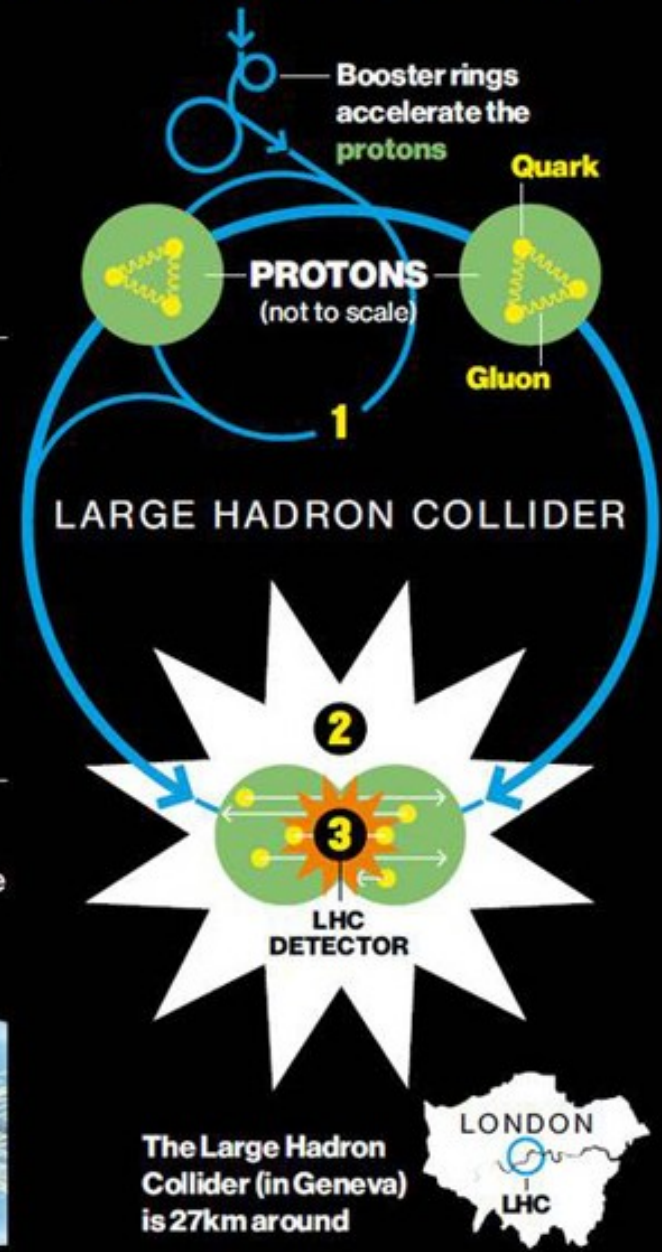
Protons are made of three **quarks** which are held together by **gluons**. Scientists fired **Protons** into the collider, travelling in opposite directions

2

Magnets accelerate **protons** to **99.9999991% of the speed of light**. **Quarks** inside the protons collided with enough energy to create the suspected **Higgs particle**

3

Evidence for the possible **Higgs** was found in the streaks left in LHC detectors, see below



Source:

<http://www.belfasttelegraph.co.uk/news/world-news/cern-announces-discovery-of-higgs-boson-god-particle-16181215.html>

Taking Breaks

His “eureka” moment reportedly came in a flash of inspiration while on a walking trip to the Cairngorms (a Scottish National Park). When one of his initial papers was rejected, he insisted the journal had clearly not understood him.

By Nick Collins, Science Correspondent, Telegraph UK 6:05PM BST 04 Jul 2012



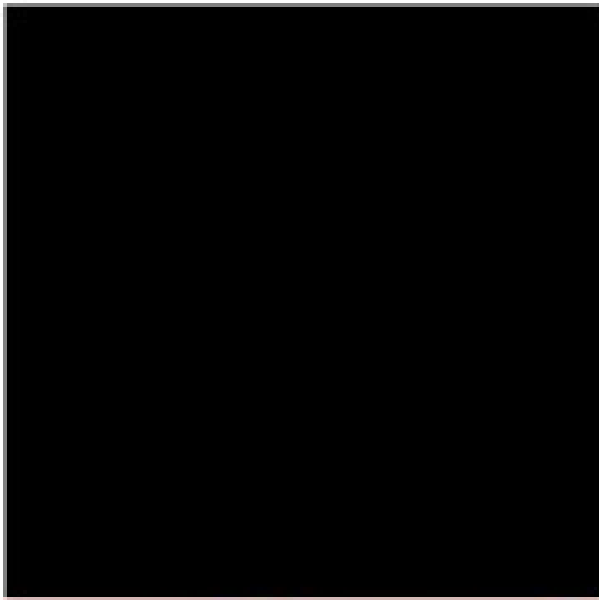
Taking Breaks



**“Step away from the Computer” or
“Hammock Driven Development”**

<http://blip.tv/clojure/hammock-driven-development-4475586>





Coming back
from break.

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INTRODUCE POMODORO TECHNIQUE

☐

**DISCUSS POMODORO RECORDING AND
ANALYSIS**

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**DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS**

☐

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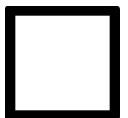
INTRODUCE POMODORO TECHNIQUE



**DISCUSS POMODORO RECORDING AND
ANALYSIS**



**DISCUSS EXPERIENCE, INTEGRATION
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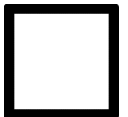
~~**INTRODUCE POMODORO TECHNIQUE**~~



**DISCUSS POMODORO RECORDING AND
ANALYSIS**



**DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS**



Starting the
clock again



25 Uninterrupted
Minutes



But I am done
before 25
minutes are up?



Overlearning

- Review or repeat what you've done
- Make small improvements
- Note down what you've learned



Break!



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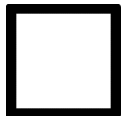
~~INTRODUCE POMODORO TECHNIQUE~~



~~DISCUSS POMODORO RECORDING AND
ANALYSIS~~



DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS



Starting the
clock



Work 25
Uninterrupted
Minutes



Break!



But I didn't finish!



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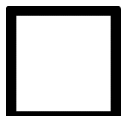
~~INTRODUCE POMODORO TECHNIQUE~~



~~DISCUSS POMODORO RECORDING AND
ANALYSIS~~



DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS



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~~DISCUSS POMODORO RECORDING AND
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DISCUSS EXPERIENCE, INTEGRATION
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To Do Today

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~~DISCUSS POMODORO RECORDING AND
ANALYSIS~~



DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS



Starting the
Clock Again



Another 25
Uninterrupted
Minutes



Break!



To Do Today

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~~INTRODUCE POMODORO TECHNIQUE~~



~~DISCUSS POMODORO RECORDING AND
ANALYSIS~~



DISCUSS EXPERIENCE, INTEGRATION
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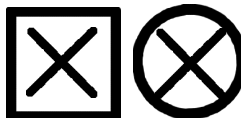
~~INTRODUCE POMODORO TECHNIQUE~~



~~DISCUSS POMODORO RECORDING AND
ANALYSIS~~



~~DISCUSS EXPERIENCE, INTEGRATION
WITH AGILE, QUESTIONS, CONCERNS~~



Other Scenarios



Finishing Early



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DELIVER UPDATE TO CUSTOMER

☐☐☐

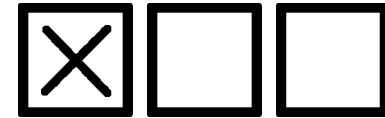
25 Uninterrupted
Minutes Later...



To Do Today

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DELIVER UPDATE TO CUSTOMER



Another 25
Uninterrupted
Minutes Later...



Done!



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DELIVER UPDATE TO CUSTOMER



To Do Today

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~~DELIVER UPDATE TO CUSTOMER~~



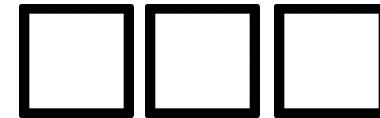
Next Scenario:
Really bad at
estimating



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SOLVE RUBIK'S CUBE



25 Uninterrupted
Minutes Later..

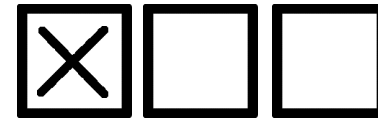


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SOLVE RUBIK'S CUBE



Another 25
Uninterrupted
Minutes Later...

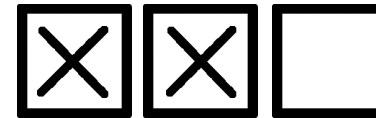


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SOLVE RUBIK'S CUBE



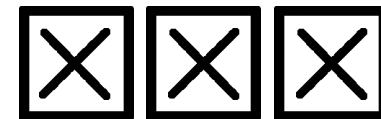
Another 25
Uninterrupted
Minutes Later...



To Do Today

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SOLVE RUBIK'S CUBE



Fail!



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SOLVE RUBIK'S CUBE



One Pomodoro
Later...



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SOLVE RUBIK'S CUBE



Another
Pomodoro
Later..



To Do Today

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SOLVE RUBIK'S CUBE




Fail!



To Do Today

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SOLVE RUBIK'S CUBE 

Another Fail!



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SOLVE RUBIK'S CUBE 



When extreme failure happens

- Accept that it couldn't be done today.
- Note the time it took
- Another Strategy?
 - Break up Pomodoros?
 - Call for Backup?
 - Research Some More?
 - Need Rest?
 - Need A Doctor?
- Do not cross out the task.



Interruptions



Internal Interruptions



To Do Today

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FIX TESTS ON CLASSES ☐☐☐

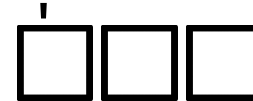
Internal
Interruption: I
need to call
customer about
another issue



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DENVER

FIX TESTS ON CLASSES



UNPLANNED AND URGENT

CALL CUSTOMER ON ISSUE



Continue 25
Uninterrupted
Minutes



Internal
Interruption:
Need to write
email to QA



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DENVER

FIX TESTS ON CLASSES ☐ ☐ ☐

UNPLANNED AND URGENT

CALL CUSTOMER ON ISSUE
NEED TO WRITE EMAIL TO QA



Continue 25
Uninterrupted
Minutes



Pomodoro Done!



To Do Today

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FIX TESTS ON CLASSES ☒ ☐ ☐

UNPLANNED AND URGENT

CALL CUSTOMER ON ISSUE
NEED TO WRITE EMAIL TO QA

To Do Today

TO DO TODAY: 7/14/2011
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FIX TESTS ON CLASSES ☒ ☐ ☐

UNPLANNED AND URGENT

CALL CUSTOMER ON ISSUE X
NEED TO WRITE EMAIL TO QA

External Interruptions



To Do Today

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REMOVE UNUSED METHODS ☐☐☐



External
Interruption:
Skull asks about
meeting
highlights!



To Do Today

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REMOVE UNUSED METHODS

☐ ☐ ☐

UNPLANNED AND URGENT

GIVE SKULL MEETING HIGHLIGHTS



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REMOVE UNUSED METHODS ☒ ☐ ☐

UNPLANNED AND URGENT

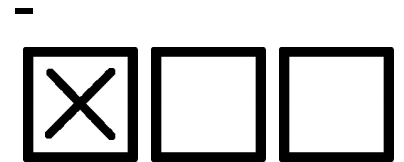
GIVE SKULL MEETING HIGHLIGHTS



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REMOVE UNUSED METHODS



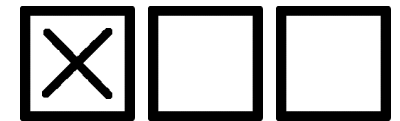
UNPLANNED AND URGENT

[3:00PM] GIVE SKULL MEETING HIGHLIGHTS

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REMOVE UNUSED METHODS



UNPLANNED AND URGENT

[3:00PM] GIVE SKULL MEETING HIGHLIGHTS X

Skull Can't Wait



Pomodoro Dead



Skull can wait
until tomorrow



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REMOVE UNUSED METHODS ☐☐☐



Skull can wait!
Activity
Inventory!



Activity Inventory

ACTIVITY INVENTORY DANIEL HINOJOSA

TASK	ESTIMATE
GIVE SKULL MEETING HIGHLIGHTS	



Activity Inventory

ACTIVITY INVENTORY DANIEL HINOJOSA

TASK	ESTIMATE
[JUL 31] GIVE SKULL MEETING HIGHLIGHTS	



Continue 25
Uninterrupted
Minutes



Pomodoro Done



You know your
interruptions



Activity Inventory



Fast forward to
July 31st



Future Tasks

ACTIVITY INVENTORY DANIEL HINOJOSA

TASK	ESTIMATE
[JUL 31] GIVE SKULL MEETING HIGHLIGHTS	
ORDER POMODORO TIMERS FOR FRIENDS	
ADD SOME ACCEPTANCE TESTING	
MAKE SOME CALLS FOR THE PARTY	



Smaller Tasks

ACTIVITY INVENTORY DANIEL HINOJOSA

TASK	ESTIMATE
[JUL 3] GIVE SKULL MEETING HIGHLIGHTS	1
ORDER POMODORO TIMERS FOR FRIENDS	1
ADD SOME ACCEPTANCE TESTING	7
MAKE SOME CALLS FOR THE PARTY	0.5

No such thing as a fractional
pomodoro!



Merging Tasks

Activity Inventory Daniel Hinojosa

TASK	ESTIMATE
[JUL 31] GIVE SKULL MEETING HIGHLIGHTS	1
ORDER POMODORO TIMERS FOR FRIENDS + MAKE SOME CALLS FOR THE PARTY IN FEBRUARY	1
ADD SOME ACCEPTANCE TESTING	7



From
Inventory to
To Do Today

TO DO TODAY: 7/31/2011
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**GIVE SKULL MEETING
HIGHLIGHTS**

☐

**ORDER POMODORO TIMERS FOR
FRIENDS + MAKE SOME CALLS
FOR THE PARTY IN FEBRUARY**

☐

**ADD SOME
ACCEPTANCE TESTING**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>			



Go about July
31st



We are done
with July 31st



Recording
your work

RECORD SHEET DANIEL HINOJOSA

DATE	TASK	EST.	REAL	DIFF
7-31-11	GIVE SKULL MEETING HIGHLIGHTS	1	1	0
7-31-11	ORDER POMODORO TIMERS FOR FRIENDS + MAKE SOME CALLS FOR THE PARTY.	1	2	-1
7-31-11	ADD SOME ACCEPTANCE TESTING	7	2	+5



Other
Information

RECORD SHEET DANIEL HINOJOSA

DATE	TASK	EST.	REAL	DIFF	DIFF II
7-23-11	GIVE SKULL MEETING HIGHLIGHTS	1	1	0	0
7-23-11	ORDER POMODORO TIMERS FOR FRIENDS + MAKE SOME CALLS FOR PARTY	1+1	2	-1	0
7-23-11	ADD SOME ACCEPTANCE TESTING	7+2	8	-1	1

- Time Started
- Time finished
- Importance,
- Types
- Tags
- Interrupters
- Cost
- Price

Does it fit
into Agile?

RECORD SHEET DANIEL HINOJOSA

DATE	TASK	EST.	REAL	DIFF	DIFF II
7-23-11	GIVE SKULL MEETING HIGHLIGHTS	1	1	0	0
7-23-11	ORDER POMODORO TIMERS FOR FRIENDS + MAKE SOME CALLS FOR PARTY	1+1	2	-1	0
7-23-11	ADD SOME ACCEPTANCE TESTING	7+2	8	-1	1

Is this a fairly regular estimate?

Caveats & Lessons

- Respect your spouse or partner.
- You're on a roll, what now?
- Forgot to start timer?
- Bill your breaks, your walks, your thoughts!
- Too interrupted?



Sorry



Additional Notes and Ideas

- Great for students
- Tobata Protocol in exercise (<http://bit.ly/4kix8>)
 - 20-second full-speed Sprints
 - Rest periods of 10 seconds.
- Turn off Windows, IM notifications, popups, ads, registrations.
- Don't lose browsing control



Worth
Discovering

Getting *Agile* Pomodoros Done

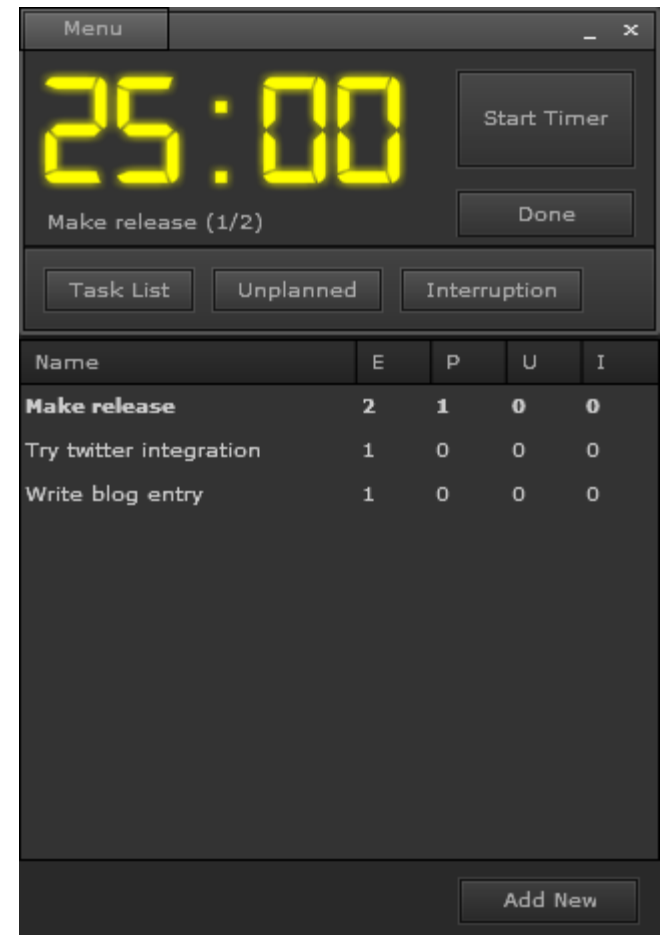
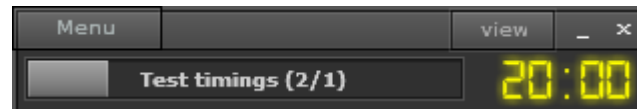


Focus Booster



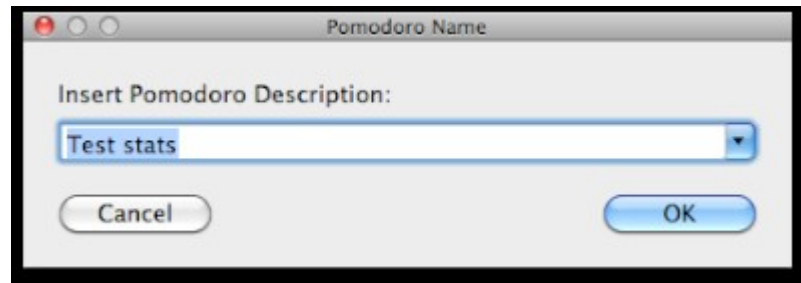
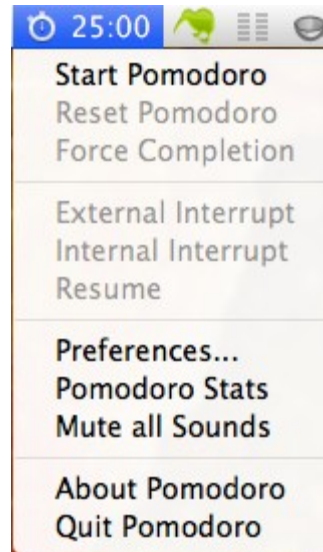
<http://www.focusboosterapp.com/>

Pomodairo



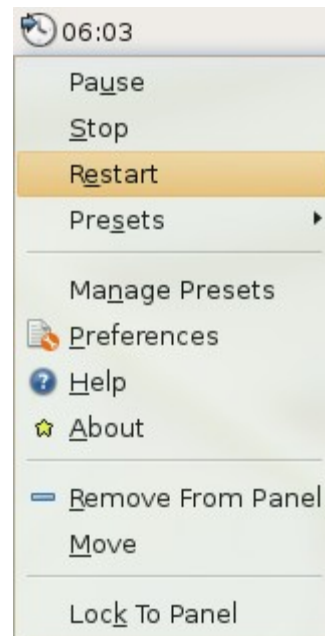
<http://code.google.com/p/pomodairo/>

Pomodoro (Mac Only)



<http://pomodoro.ugolandini.com/>

Linux Gnome Timer-Applet (Linux Only)



%apt-get install timer-applet

Questions?



Thank You.

- Email: dhinojosa@evolutionnext.com
- Twitter: [@dhinojosa](https://twitter.com/dhinojosa)
- Google Plus: [gplus.to/dhinojosa](https://plus.google.com/+dhinojosa)
- Linked In: www.linkedin.com/in/dhevolutionnext



Questions?

