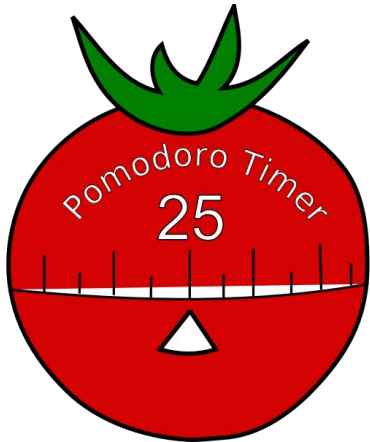# The Pomodoro Technique

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The Basic Rule (How)

- 25 minutes, focused work
    - No talking / other things
- 5 minutes, break
    - Strictly, **do not work**
    - Can use to reply messages / talk with people
- After 4 cycles, take a longer break
    - Can be 10~15 min long
    - E.g., a walk to washroom; some push-ups

Pomodoro Timer

25

Thank You

The Issue Facing (Why)

- WFH - tired
- Bedroom - Cozy -- Easy to Get Distracted
- At the end of day: What have I done for today?
- Task estimate: tends to underestimate, then suffer...
- Lots of people ping me... context switch is expensive

Productivity drops... still feel tired

Benefits / Why it Works

- Easier to measure what have done: 25 mins / unit
    - In order to optimize something, we need to measure it !
    - Easier to predict tasks
- Focused 25 minutes
    - Eat the Frog First!
    - After focused for 15 mins, it's easier to focus another 10 mins
    - Focused Work is Hard, but fulfilling & productive
    - No context switch -- fully-yours 25 minutes
        - art of not responding (at least, for 25minutes)
- The importance of Break
    - A good time to get distracted, reply messages, do push-ups
    - Limited distractions
    - Not Guilty!

Common Questions

- Some urgent task comes during my pomodoro, how?
    - ignore it, unless it's fire / earthquake
    - Process enquiries in batches
- What to do if I finished my task before the break?
    - Take break immediately, you deserve it
- What if there's super long meetings?
    - Just keep it running, automatically
    - When it's time to break, skip it
    - Take a longer break after the meeting

Common Questions

- If I forgot to take break, can I break during Pomodoro
    - No. A pomodoro is supposed to be atomic
    - If you take break during Pomodoro, it's hard to measure how long you actually worked
- When it's time to break, I still want to work
    - Sure, but please respect the actual Pomodoro
- I like the idea, but I don't like …
    - Nothing is strict. If want to change 25 -> 30 minutes, feel free to
    - The end goal is to increase your productivity
    - If you break certain rules, but gain a better productivity, please to (and ideally, share it with me)

Apps

- Lots of different Apps
- I'm currently using: Focused TODO

- The tool is just a tool, the **uninterrupted** 25 minutes is more important

Q&A