



# Start Here

POMO Tech

## What is the POMO Technique?

1. Break up time into work and break sessions
2. One Pomodoro = One Work Session = 25mins; Then take 5 min break
3. After 4 Pomos take a 15-30min break

1. Planning
  - When - Start of Day
  - Why - Decide day's activities
  - identify how many Pomos you would like to complete
  - Table:
    - a. Task Name
    - b. Estimated # of Pomos
    - c. Actual # of Pomos
2. Tracking
  - When - Throughout the Day
  - Why - Gather Data on metrics
  - Metrics Recorded:
    - Sessions Completed
    - Distracting Thoughts
    - External Distractions
3. Recording
  - When - At the end of the day
  - Why - Compile archive of daily observations
  - Compile Data into a sheet
4. Processing
  - When - End of the day
  - Why - Transform raw data into info
    - Data manipulated, processed, and transformed to get insights
5. Visualizing
  - When - End of the day
  - Why - present the information in a format that facilitates
  - Create Visualizations from Data
  - Analyzing your habits:
    - when you work best
    - when you don't work best
    - Find optimum conditions

```
graph TD; A["• Increase productivity and efficiency  
• Reduce distractions"] --> B["How?  
• With a pomodoro timer"]; B --> C[" "];
```

• Increase productivity and efficiency  
• Reduce distractions

How?

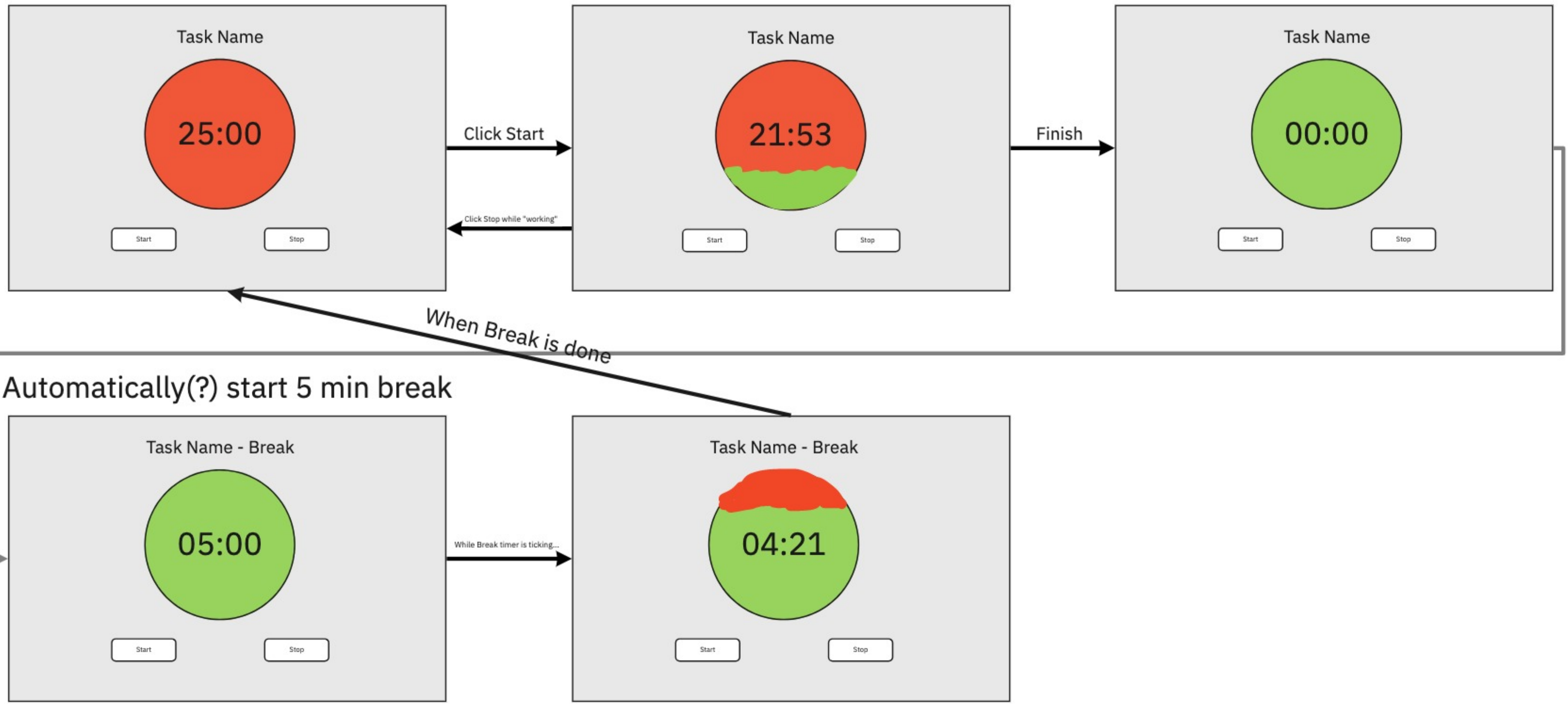
• With a pomodoro timer

[illegible]

1. Planning
2. Tracking
  - Allocate specific Pomos to tasks which were worked on the most during the session
3. Recording
4. Processing
5. Visualizing


## Basic Timer (Website)

## While Timer is ticking



## Scheduler/Main Page Idea

# Scribblers



## Schedule
