

There are six steps in the original technique. First decide on the task to be done. Next set the pomodoro timer (traditionally to 25 minutes). You then work on the task. You end work when the timer rings and put a checkmark on a piece of paper. If you have fewer than four checkmarks, take a short break (3-5 minutes) and then restart the pomodoro timer. After four pomodoros, take a longer break (15-30 minutes) and then reset the number of checkmarks and go back to the beginning.

i.e. Pomodoros are done in **sets of 4**. After a set you take a longer break and reevaluate the tasks you have to do.

Pomodoros can't be divided or paused. The goal of the technique is to **reduce the impact of internal and external interruptions** on focus and flow. One aspect of that is to note every time you have an impulse to procrastinate or switch gears to work on another task for each chunk of time.

The stages of planning, tracking, recording, processing and visualizing are fundamental to the technique.

- Planning is done before the first pomodoro by creating a **To Do Today list**, where the user estimates the effort tasks require, breaking up larger tasks into smaller ones.
- When pomodoros are completed, they are **recorded**, adding to a **sense of accomplishment** and providing **raw data** for subsequent self-observation and improvement.

People are encouraged a low-tech approach, using a mechanical timer, paper, and a pencil. The physicality of the process is supposed to become associated with flow and focus.

- Winding the timer = determination to start the task
- Ticking = desire to complete the task / can spur you to wrap up current task more quickly
- Ringing = announces a break

There are some well known variations on the standard pomodoro technique.

- Work in 90 minute concentration cycles with renewal breaks. Supposed to more naturally reflect how long we can concentrate on something. Amount of times for breaks isn't very definite.
- Work in natural time periods (between classes/meeting, before kids get home, etc.). Good for those with irregular schedules (like people quarantining or students).

After looking at a few basic timer apps what I noticed missing most was the task list.

Takeaways:

The pomodoro sets are an important component of the technique. We'll want to make sure to have them in our final product.

Our timer should do what it can to reduce the amount of internal and external interruptions.

Be that as it may, we should still have a physical presence for our timer. Primarily the two noises it makes are important: Ticking, Ringing. The physicality of Winding the timer is important, but it's unclear how we might replicate that with our app.

The task list is important for a few reasons. For one, it provides a sense of accomplishment to the user for checking an item off. It also allows users a chance to break up big tasks into smaller more manageable ones. Furthermore, recording data on what tasks the user completed allows them to reflect and better judge future tasks.

Finally there are a couple variations on the standard pomodoro set up we could consider, including 90 minute concentration cycles with variable breaks, and completely schedule based timing.