🎙️ **Topic: "The Pomodoro Technique: Boosting Productivity in 25-Minute Sprints"**

**PDF Outline:**

- **What is the Pomodoro Technique?**
  A brief intro to the method developed by Francesco Cirillo.

- **How it works:**

  o   Work for 25 minutes

  o   Take a 5-minute break

  o   Repeat 4 times, then take a longer 15–30 min break

- **Why it works:**

  o   Reduces mental fatigue

  o   Encourages focus

  o   Helps with time awareness

- **Tips to get started:**

  o   Use a simple timer (app or kitchen timer)

  o   Start with tasks you've been procrastinating

  o   Track how many "Pomodoros" tasks take

- **Tools you can use:**

  o   TomatoTimer

  o   Focus To-Do

  o   Forest app