

Pomodoro Technique

by Francesco Cirillo

The Pomodoro Technique was developed in the early 1990s by Francesco Cirillo. The purpose of the technique is to break down large tasks into a series of smaller tasks over the duration of short timed intervals and timed breaks. This productivity technique will allow you to be consistent and focus on the task at hand.

Pomodoro Steps:

1. Select a task to complete.

- Choose a task from your 3-5 MITs- Most Important Task.

2. Set a timer for 25 minutes.

- Be sure to limit any distractions during this time.

3. Work diligently until the timer goes off.

- Focus on the task at hand for the next 25 minutes.

4. Take a short 5-minute break.

- Once your 25-minute working session is complete, take a short break to do something not work-related.
- Be sure to check your progress and mark off a completed task.

5. Repeat the cycle four times.

- To maximize your productivity, repeat this cycle four times, allowing you to be productive for a span of two-hours.

6. After the fourth cycle, take an extended break.

- Take a 15-30 minute break.
- Utilize this time to rest your brain and prepare for the next round of tasks.



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