

# Pomodoro Technique

by Francesco Cirillo

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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.

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## 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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