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.