The Pomodoro Technique

The Pomodoro Technique is simple – and yet so effective. When you need to do a task, especially one that doesn’t excite you, set a timer for 25 minutes and commit to working until the buzzer sounds.

Tips

- Clear your work space, hide your phone, and eliminate other distractions before you start working.
- Consider listening to white noise to help you focus.
- Set your timer for the break too. Do a different kind of activity during your break. Stand up and stretch, for instance.
- Experiment with the length of time that is perfect for you. Some students find that 25 minutes isn’t enough time; you might try working for 45 minutes followed by a 15 minute break.
- Aim to work on a certain task for a certain length of time, rather than aiming to finish the task in that time. By shifting your emphasis to being productive, you will likely enjoy the experience more.
- Many people find that one or two Pomodoros are doable, but it’s harder to return to the work phase after that. That’s ok. Use the Pomodoro Method as a way to get your work started. Completing a Double Pomodoro is an excellent way to spend an hour.
- Use Pomodoros for writing, editing, p-sets, reading, project management, studying, organizing your space, cleaning up your files...virtually any kind of task.
- Consider planning your day using Pomodoros.

For more ideas, check out *The Pomodoro Technique: The Acclaimed Time-Management System That Has Transformed How We Work* by Francesco Cirillo