



TIME MANAGEMENT TIP #3

Pomodoro Technique

For more information about this and other time management tips, go to www.act-pd.co.uk



1 Choose a Task

Select the task you want to work on.

2

Set a Timer

Set a timer for 25 minutes (this time interval is called a "Pomodoro"). During this time, you focus exclusively on the task at hand, working diligently.



3

Work Intensely

Work on the task with full concentration until the timer rings. Avoid any distractions or interruptions during this period.



4

Take a Short Break

When the timer goes off, take a 5-minute break to relax, stretch, or do something enjoyable but unrelated to work.



5

Repeat

After the short break, start another Pomodoro by setting the timer for 25 minutes and working on the task again. Continue this cycle.



6

Longer Break

After completing four Pomodoros, take a longer break of 15-30 minutes to recharge.



For more information go to www.act-pd.co.uk

Pomodoro Tracker



Date _____

www.act-pd.co.uk

<i>Task</i>	<i>Pomodoros</i>					<i>Complete</i>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>
_____	○○○○	○○○○	○○○○	○○○○	○○○○	<input type="checkbox"/>

Notes