

THE POMODORO TECHNIQUE

for TIME MANAGEMENT



Step 1

Write down 3-5 tasks you're working on by either priority level or due date, whichever is more important.



Step 2

Set the timer to 25 minutes.



Step 3

Work on the most important task. If you finish early, hit a block, or simply cannot focus or work on the task for whatever reason, move on to the next task for the remainder of your time.



Step 4

When the timer goes off, take a timed 5-minute break.



Step 5

After the break ends, return to **Step 2**.



Step 6

After completing four Pomodoro sessions in a row, extend your timed break to 30 minutes (less than 30 minutes is acceptable if you do not want a long break).



Step 7

Start again at **Step 2** for the fifth Pomodoro session.