

The Pomodoro Technique **Make the most use of the time you spend on working.**

Think of a Pomodoro as a Unit of Time. By setting your focus on working uninterrupted on a specific task for 25 minutes most people report that they can concentrate deeper and work more productively. Below is a general guideline for how the Pomodoro Technique works.

1. On your Pomodoro Planner (or in your agenda book) write down exactly what you need to do for the day. Include homework, chores, phone calls, putting in retainers, everything that must be done.
2. Figure out how much time you have in that particular day to devote to work and break it down into "Pomodoros" (units of 25 minutes) allowing for 5 minutes breaks per Pomodoro and 30 minutes breaks per every 4 Pomodoros.
3. Estimate how many Pomodoros each item on the list should take (ex. Reading "x" pages should take 3 Pomodoros)
4. If you have a few items on your list that will take less than one Pomodoro, combine them into one Pomodoro (call 2 people, clean up room)

SUBJECT/TASK	TOTAL POMODOROS AVAILABLE: <u>8</u>
Math: Pg. 307,1-6	☐
Science: Study for quiz	☐ ☐
Make plans for Saturday, take out garbage	☐

5. Place a small square next to each item for each Pomodoro you estimate the task will take.
6. Keep a separate piece of paper titled "To Do" by your work area to keep track of non-essential tasks.
7. Begin the first item by setting the timer for 25 minutes. During that time, any internal distractions that come up ("I want to check the score on the game", "I want to text Taylor") if they must be acted on today,

PACK BACK PACK, GET READY FOR MORNING	

Remember to turn it in. You deserve credit for the work you have completed!

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