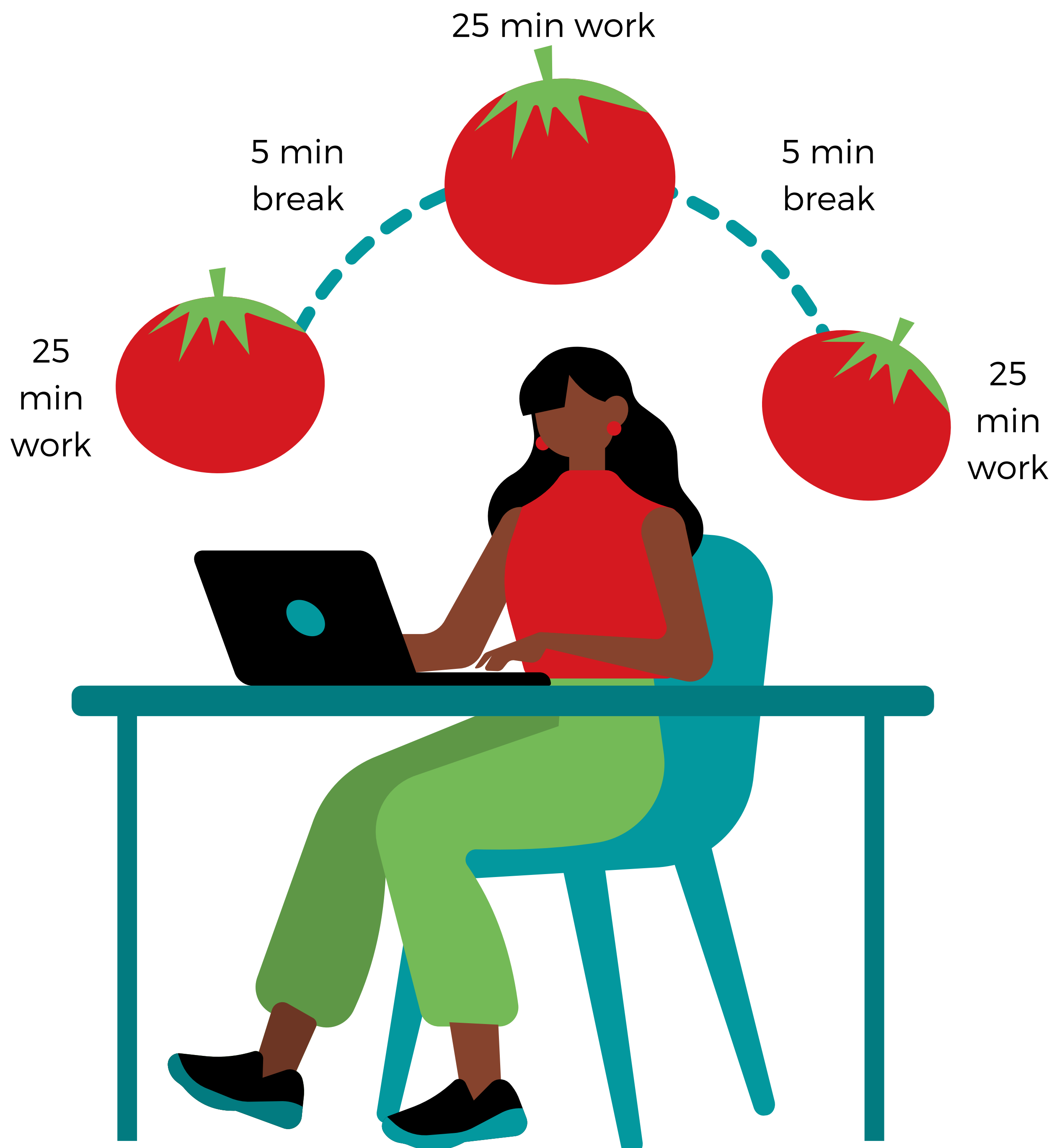DOTT.SSA AURORA BELFANTI
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POMODORO TECHNIQUE

The Pomodoro Technique is a widely used **time management** technique, which helps to build **concentration** and **focus**. Moreover, it helps to reduce procrastination by working with specific intermediate goals (check the infographic about SMART GOALS, to learn how to build a specific goal).

25 min work

5 min break

5 min break

25 min work

25 min work

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POMODORO TECHNIQUE

How does it work? Try to follow the steps!

1

OVERVIEW

Write down what you want to achieve (see the SMART GOAL infographic to check how to set a GOAL).

2

TO DO LIST

Make a task list divided in "Pomodoro time blocks".
How?
- 25 minutes tasks.
- Prioritize your tasks; start with the most important and urgent tasks.

3

TIMER

Set the timer: 25 minutes. You can use your phone or you can download an app, there are various apps you can find about the pomodoro technique.

4

TAKE A BREAK!

After 25 minutes take a break of 5 minutes. Go to the toilet, dirnk a glass of water, walk in the corridor,,, BUT try not to look at your phone during these 5 minutes! This might break your concentration.

5

TAKE A LONGER BREAK!

After 4 tasks (pomodoro) take a longer break!
And look what works best for you: maybe 25 min is too little or too much, maybe the 5 minutes break is also not working. Adjust the timing based on your ryhthim.