

## Pomodoro Technique for Productivity & Focus

By Francesco Cirillo

It is better to have one or two completed tasks than a handful of unfinished ones.

### How it works

1. **Decide on a clear task** that you want to focus on that will take you at least 25 minutes to do. Use the previous sections where you already broke down a project into smaller, manageable tasks.
2. **Start a timer for 25 minutes** and start working on the task. This time block is known as a Pomodoro. It is an indivisible unit of time. You can never do half a Pomodoro. Do not work on anything else. If you get distracted, gently bring yourself back to work. If your distraction pulls you away from the task at hand, cancel the Pomodoro by resetting the timer to zero. Over time, this technique will condition you to focus exclusively on the task at hand and will increase your productivity and discipline.
3. **Once the timer ends**, time for a mini-celebration! Get up, stretch, get some more water, do a happy dance. You have 5 minutes of break time until you start the next Pomodoro.

### A few core concepts of the Pomodoro Technique

- ❖ You can **never do half** a Pomodoro.
- ❖ You either **do one or none**.
- ❖ Remember Yoda. **Do or do not**. There is no try. If you consciously succumb to distraction 21 minutes into a Pomodoro, reset the timer.
- ❖ **Consistency** will help you build your focus.
- ❖ Start with a **work period of 25-minutes**. Then experiment with longer time periods.

## Pomodoro Technique Tracker

<b>Most important task of the day</b> (if this was the only thing you did today, you'd be satisfied)							
<b>Task</b>	<b>Target</b> <i>Chunks planned</i>	<b>Track 25 min chunks</b>					<b>Actual</b> <i>Chunks used</i>
1	2						3
<b>Secondary tasks of importance</b> (completion on these tasks will make the day even better)							
<b>Task</b>	<b>Target</b>	<b>Track 25 min chunks</b>					<b>Actual</b>
2							
3							
<b>Additional tasks</b> (do these only after you have completed the tasks above)							
<b>Task</b>	<b>Target</b>	<b>Track 25 min chunks</b>					<b>Actual</b>
4							
5							
<b>Notes</b> <i>Ideas, future tasks, inspiration</i>							

**Productivity Score**

How productive were you today on a scale of 1-10?

1 2 3 4 5 6 7 8 9 10