The Pomodoro Technique

What you need:

- pen and paper
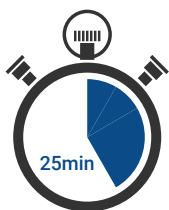- a timer
- motivation and discipline

Step 1: Choose a task

Make a list of all the tasks you have to do today and identify how many Pomodoros (25 mins) each task will take. Don't forget to factor in break times.

Tip: Estimate time it takes to finish tasks realistically or you will put yourself under unnecessary time pressure.

Step 2: Set timer to 25 mins

25min

Set timer to 25 minutes. It doesn't have to be a tomato-shaped kitchen timer, you can also use a time tracker app.

Tip: Keep distractions to a minimum so you can really focus on the task. You can close your door to signal to your colleagues that you're busy, turn off phone and email alerts etc.

Step 3: Work on task until timer rings

Work on one task only so that you can really get into the 'flow', i.e. the state of complete concentration.

Tip: If you're getting a good idea or think of another task, note it down and get back to it after your current Pomodoro ends.

Step 4: Take a short break

When your timer goes off after 25 minutes, take a 5 minute break. Do this even if you're in the middle of the task. Breaks are an essential part of the Pomodoro technique. Its not just about getting things done, but also about maintaining your energy levels.

Tip: Don't stay at your desk. Use the short break to get a change of scenery.

Step 5: Take longer break after 4 'Pomodoros'

After you've completed a cycle of 4 Pomodoros, take a longer break of around 20-30 minutes. Again, take this opportunity to get away from your desk.

Tip: Take a short walk and clear your mind. Don't think of the next tasks but use this break time to recharge your energy.

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