The Pomodoro Method

The Pomodoro Method is a tool to help you focus on a task for a short period of time before taking a break to help your brain recharge.

The goal of this method is to help you have an easier time getting started and staying engaged in the activity or work you want or need to complete. Doing short bursts of focused work will help you build momentum, and you will get a lot more done in the short time frame that you realized is possible.

Steps:
1. Select your task.
2. Reduce distractions.
3. Set a timer for **20 minutes** and get to work on your task.
4. When the timer goes off, **stop** what you're doing/where you are.
5. Set a timer for **5 minutes** and take a short break.
6. A full Pomodoro set is to **repeat the process 4 times ending with a 20- to 30-minute break**.

Additional tips:
- To reduce distractions, try turning off un-needed devices, use apps and websites that block social media/games/etc for specific durations of time, wear noise-canceling headphones, go to non-distracting locations.
- The amount of time you set for your "focused work" can be increase or decreased according to how long you can focus without getting distracted.
- If you're in the middle of a sentence or a paragraph when the timer goes off, you can finish it but then **stop**.
- What you choose to do for a break is up to you. Shorter breaks are recommended to be "bio" breaks, like snacks, getting a drink of water, stretching, walking around, etc. Longer breaks should be things that you can easily return to work from, so avoid games/tv/etc unless you can stop after a short period of time.
- If you have a longer list of priorities to get through, don't switch tasks too often. Maybe switch to a new task after a full pomodoro set OR after the second set of focused work.

Office of Academic Support
Campus Center 1st Floor
Undergraduate College Division

Pomodoro Tracker

DATE: _____

TASK	POMODORO SESSIONS					DONE
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Reminders & Notes

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