

# Using the Pomodoro Technique

If you struggle to organise and manage your time effectively or complete tasks by set deadlines, the Pomodoro Technique may be something to try.

## What is the Pomodoro Technique?

It is a method that allows you to focus your time in short bursts on one specific task at a time. You work solidly until the end of the allotted time.

Pomodoro is Italian for tomato and traditionally utilises a tomato shaped timer to help keep track of your study time.

## How to Pomodoro

- Pick one singular task that needs to be completed.
- You will need a timer. This could be a kitchen timer or a stopwatch on your phone. Set your timer for 25 minutes. You will give the task your undivided attention for the full 25 minutes. Remember: No distractions!
- Work on the task until your timer rings.
- Celebrate completing one pomodoro (one task) by ticking it off a to-do list. Have a short 5 minute break (tea, coffee, walk etc.)
- Repeat the steps above and complete another pomodoro / task.
- Once you have completed 4 Pomodoro's, take a longer break (20-30 minutes).

An example pomodoro study timetable may look like this:

Pomodoro 1	Task	25 minutes
	Break	5 minutes
Pomodoro 2	Task	25 minutes
	Break	5 minutes
Pomodoro 3	Task	25 minutes
	Break	5 minutes
Pomodoro 4	Task	25 minutes
	Break	30 minutes

## The Pomodoro Technique can help you:

- Focus; as it aids you in breaking down large tasks into singular chunks. Be strict with your time and not be wasteful of precious minutes.
- Cut down on distractions / interruptions. You're more likely to check Social Media after completing a pomodoro as a reward.
- Set objectives, by writing a to-do list of tasks to complete. Provide a timetable to complete your tasks by.
- Realise the true amount of time things take you to complete, rather than guessing or not giving yourself enough time. This can then inform how you best study going forward.

There are lots of apps you can download which provide you with a free pomodoro timer.

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