

Pomodoro Technique

TIME MANAGEMENT



What is it and why do I care?

The Pomodoro Technique is a method of increasing the effectiveness of how you remember and comprehend material that you are studying. This method will help to improve your time management with a specific project or topic that you are focusing on. The method allows you to put your study time into phases including timely **breaks**, which can support the brain in retaining the information more effectively while keeping an eye on the amount of time you are taking to finish your study.

Specifically, the Pomodoro Technique helps you:

- Manage your time more effectively when you are working under a deadline.
- Boost your productivity and helps you approach the topic with a holistic view so that you may understand the material with fresh eyes between breaks, and to make mental edits or adjustments if necessary.
- Train your brain by hyper-focusing on a certain topic or study time to help overcome short attention spans regarding concentration.
- Balance your energy levels away from increased fatigue and be able to combat mental exhaustion by including timely breaks while distancing yourself from distractions around you.

How do I use it?

1. Review your study material ahead of time and assess how much work time you will need for the material. Doing this in advance will help you in managing your time with your weekly schedule.
2. Remove any distractions that will take your focus away from studying (i.e., phone, social media, television, external noise, etc.). This is important to help you hyperfocus on the material.
3. Begin to study with the Pomodoro Technique:
 - a. Study for 25 minutes. Use this time to hyperfocus on your reading and the material. Use a timer to keep track of this session.
 - b. Disconnect from your work using a 5-minute break. You can go to the restroom, check your phone notifications, get a quick snack, etc.
 - c. Repeat the “25 minutes on, 5 minutes off” interval three more times (a total of four intervals; 2 hours total).
 - d. **Increase your break time** (up to 15-30 minutes) after completion of every fourth interval.
 - e. Repeat until you are done with your studying or when you feel you are at a good stopping point for your work and your brain.

Video Resources

How-To:

<https://youtu.be/PRtYNGB9nsM>

<https://youtu.be/1l4w7uHdNaQ>

Timer Tool:

<https://pomofocus.io/>