

# Productivity Tips:

Doing less to get more done.



## Pomodoro Technique



### What is the pomodoro technique?

A time management method where work is broken in intervals, separated by short breaks.



### Why use it?

The rhythms used increase focus and concentration while reducing interruptions.



### How do you use it?

Before you start, you will need a timer and a notepad. There are also free apps available.



### Step 1: Choose a task

Choose a task to work on, write it down, close any other apps not required for the task, and turn off any notifications.



### Step 2: Work on the Task

Set the timer for 25 minutes, press start, and for the next 25 minutes work exclusively on the task. This is the "pomodoro".



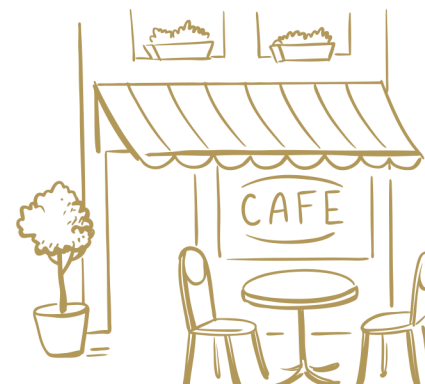
### Step 3: Take a short break

When the timer goes off, take a five minute break. Relax and detach from the work (a walk is great). Make a tick by the task name in your notepad.



### Step4: Repeat Process

Reset the timer for another 25 minutes and start a new pomodoro. Continue on the task, or if it's done, you can start a new task.



### Step 5: Take a Longer Break

After four pmodoros (count the ticks), take a longer break (~15 mins). It is important to do this as your brain will need to recover to stay fresh.



### Step 6: Keep Going!

Reset the timer for 25 minutes and continue the pomodoro technique.



### Pro Tips:

- Use this technique for the things that can distract you as well (email, etc.)
- Don't skip the breaks (you will want to)
- Adjust the timings to suit your own rhythms