

# THE POMODORO TECHNIQUE

The Pomodoro Technique can be a useful method to structure your work process. The technique is your way to fewer interruptions, better focus, necessary breaks and less time wasting, and it offers a realistic measure of how much you have worked on any given day. Follow these six steps:

## 1. GET AN OVERVIEW

- Get an overview of what you need to read or finish. Spend a few minutes to consider: What do I need to understand about the topic? Is it a difficult topic, or am I already familiar with it? Do I have the necessary background knowledge?

## 2. MAKE A DECISION

- Based on your considerations, decide how you want to spend the next 25 minutes. Maybe you can start right away. Maybe it's a good idea to read through previous notes/sections first, or to look up key concepts/symbols.

## 3. WORK UNINTERRUPTED FOR 25 MINUTES

- Set a timer to 25 minutes and focus on your selected task. If you think about other things while working on the task, note them down on a piece of paper. Return to this when you take a break.

## 4. TAKE A BREAK

- Take a 5-minute break after 25 minutes. Make a mark on piece of paper (to keep track of the total number of Pomodoros). When taking a break, try to do something that gives you mental breathing space. Move your body or do something practical.

## 5. EVALUATE

- Think about what you got out of the 25 minutes. Are you beginning to understand the topic? If not, are there any gaps in your knowledge or things you could do differently to move on?

## 6. REPEAT AND TAKE A LONGER BREAK

- Repeat steps 2-5 four times. Then take a longer break of 15-30 minutes, e.g. move around or do something practical.

