

## **Time Management Technique: Pomodoro Method**

The goal of the Pomodoro technique is to provide the user with **maximum focus** and **creative freshness**, thereby allowing them to complete projects faster with less mental fatigue.

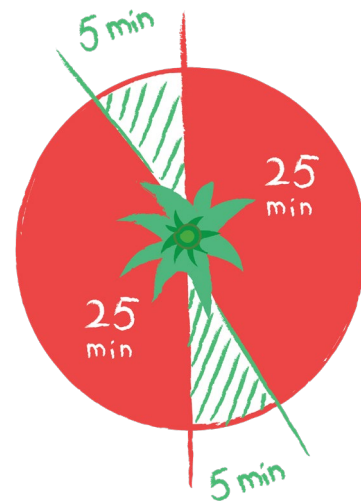
Best for:

- **Starting a task** (setting a timed goal can motivate you to tackle the most difficult step, that is to start the task)
- **Long to-do lists**
- **Minimizing procrastination**

one 25 min work session = one pomodoro 🍅

Process:

1. Choose a task you want to get done
2. Set a timer for 25 minutes
3. Work on it until the timer rings
4. Put a mark on your assignment to show what you have completed at this point
5. Take a 5 min break
  - Grab a glass of water, meditate, take a short walk, anything relaxing
  - \*\* Avoid checking your messages, social media; these actually drain your mental energy and does not refresh your mind.
6. Set the timer again for another 25 min work session
7. Once you've completed four 25 min work sessions (with 5 minute breaks in between, take a longer break (20min~30min)).



Source: Aily Nishioka