



What is the Pomodoro-Technique?

The Pomodoro time management technique was invented by Francesco Cirillo in the 1980s. The name was inspired by the tomato-shaped kitchen timer that the author used for this learning method. The goal of the Pomodoro technique is to allow for maximum concentration on a single, small and specific task in individual work units of 4 x 25 minutes. As such, it is also a tool to improve time management and productivity while maintaining a high level of motivation.

How does it work?

Step 1: Make a list of tasks or goals that need to get done. (We have provided one below for you to fill out, but feel free to use a separate document/piece of paper). Write down everything that comes to your mind - also tasks that are not (directly) related to your writing assignment. If a task exceeds an estimated time of 25 minutes, split this task into smaller sub-tasks. After you have done this, prioritize the tasks, select four of them, and distribute these into the 25-minute work units.

This step should take no longer than 10 minutes.

Step 2: Try to remove as many distractions as possible (e.g. put your smartphone on flight mode, put a 'please do not disturb'-sign on your door, etc.). Then start the timer for the first 25 minute work unit and try to concentrate solely on the chosen task.

If you happen to think of other tasks during this time, or if you have thoughts that are unrelated to the task at hand, write them down on a separate sheet of paper. This way you won't forget the tasks that you came up with, and can take care of them later – maybe even in another Pomodoro session. Your main focus should, however, remain on the current task.

Step 3: Once the alarm rings and the 25 minutes are up, wrap up your task and check off the corresponding box in your task table. Now take a short break of 5 minutes. Try to get away from the screen: get up, stretch, let in some fresh air and get a drink. Decide whether you were able to complete the selected task. If so, continue with the next task from your list. If not, think about how you can rephrase or divide the current task, so that you can continue working on it in the next Pomodoro unit.

Step 4: Start again with step 2. When you have completed the fourth Pomodoro-unit, take a longer break (15-20 minutes).

My Tasks:

My Pomodoro-units (enter tasks in blank columns):

First unit		Second unit		Third unit		Fourth unit	
25 min.	5 min.	25 min.	5 min.	25 min.	5 min.	25 min.	15-20 min.
	break		break		break		break

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Source:

n.a. (2014). "Die POMODORO – Technik: eine Lernmethode." URL: <https://www.blazaar.com/blog/de/die-pomodoro-technik-eine-lernmethode/>. Last accessed: 28. June 2016.

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