THE POMODORO TECHNIQUE

The Pomodoro Technique was developed by Francesco Cirillo in the late 1980s. It's a simple time management method that breaks down work into 25-minute intervals, separated by short breaks.

Each interval is called a 'pomodoro' after the tomatoshaped kitchen timer that Cirillo used as a student.

Four pomodoros form one set. After each set a longer break of 15 to 30 minutes is taken.

Make sure you keep track of your intervals by keeping a pen and paper nearby and ticking each pomodoro off.

If you realise you have something else to do mid-interval, don't get distracted. Simply add it to your to-do list and keep going.

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