

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 tomato-shaped 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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Choose a Task

The nature of the task isn't important. This method will work with just about any task.



STEP
01



STEP
02

Set the Timer

Each 'pomodoro' is a 25 minute cycle with no interruptions or distractions.



STEP
03

Work on the Task

Concentrate on your task for 25 minutes until the timer rings.



STEP
04

Take a Short Break

Step away from your task for 5 minutes and clear your brain.



STEP
05

Repeat

Repeat the process for 4 cycles before taking a longer break.

