



THE POMODORO TECHNIQUE

The Pomodoro Technique is one method for batching tasks. Here's how it works:

1. Plan and prioritize the tasks that need to be completed, by writing them down (see 'Task' column on next page. Each task row equals 25 minutes).
2. Set a timer for 25 minutes and devote that time to a task, or to a group of similar tasks. Larger tasks can be broken into multiple blocks or "pomodoro's," and smaller tasks (responding to email, returning phone calls, etc.) can be grouped into a single block. After completing each Pomodoro, you put an "X" next to it and mark the number of times that you were distracted.
3. Take a 5-minute break.
4. Begin another block of time or "pomodoro."
5. After completing 4 pomodoro's, take an extended 20-minute break.

Print the Pomodoro Log on page 2 to plan & track your daily activity.

According to [the Pomodoro website](#), you should see noticeable improvements in your productivity almost immediately and mastery of the technique in 7–20 days.

And what about the name, *Pomodoro*?

Pomodoro means "tomato" in Italian. The inventor of the technique, Francesco Cirillo (Italian), initially used a tomato-shaped kitchen timer when he developed the technique.

Adapted from: <https://michaelhyatt.com/how-to-use-batching-to-become-more-productive/>



DATE: _____

THE POMODORO LOG

MOST IMPORTANT



LEAST IMPORTANT

X	TASK	# OF DISTRACTIONS
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	20 MINUTE BREAK	
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	20 MINUTE BREAK	
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	20 MINUTE BREAK	
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	5 MINUTE BREAK	
	20 MINUTE BREAK	