

How to use the Pomodoro Technique

What it is

Work in focused 25-minute bursts with a 5-minute break after each one, so focus never has to last all day at once.

It's named after the tomato-shaped kitchen timer its inventor used in college.

When to use it

Whenever a task feels too big to start, or your focus keeps drifting.

Steps

1. **List today's tasks.** What are you working on today?
2. **Work in 25-minute bursts.** Take a 5-minute break after each one. Mark it off below.

Common mistake

Skipping the breaks to 'save time.' That's what burns you out faster, not slower.

Pairs with

Deep Work and Time Blocking.

Example: a home office afternoon

Date: Wed, Oct 8

Today's tasks

Draft the client proposal

Clean out the inbox

Prep the invoice

Pomodoros completed One box per 25-minute burst.

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Daily Pomodoro Tracker

Date: _____

Today's tasks

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface. The overall appearance is that of a clean, unused piece of stationery.

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