

Pomodoro Technique

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The Pomodoro Technique was created by entrepreneur and author Francesco Cirillo. This technique uses a timer *Pomodoro* (_____ after the tomato-shaped kitchen timer) to _____ down your work into intervals. The idea behind the technique is that the timer _____ a sense of urgency. Rather than feeling like you have endless time in the workday to get things done and then ultimately _____ those precious work hours on distractions, you know you only have 25 minutes to make as much progress on a task as possible.

The periodic forced breaks help to _____ that burnt-out feeling most of us experience toward the end of the day. With this technique, you haven't spent hours in front of your computer without even realizing it. Instead, that ticking timer reminds you to get up and take a _____.

How it works:

1. Choose a task you need to get done.
2. Set a timer (e.g., for 25 mins).
3. _____ on the task at hand.
4. When the timer rings, put a checkmark on a piece of paper.
5. Take a short break, do something non-work-related to give your brain a break.
6. Repeat steps two to five

