

The Pomodoro Technique

A complete one-page reference for working in short, fully-focused blocks: the tools, the loop, the daily rhythm, and the mistakes to avoid. Pick one task, focus, rest, repeat.

🕒 WHAT IS A POMODORO?

Named after the tomato-shaped kitchen timer, a **pomodoro** is a single **25-minute block** of focused work, followed by a short rest. One block, one task.

🌟 WHAT YOU GAIN

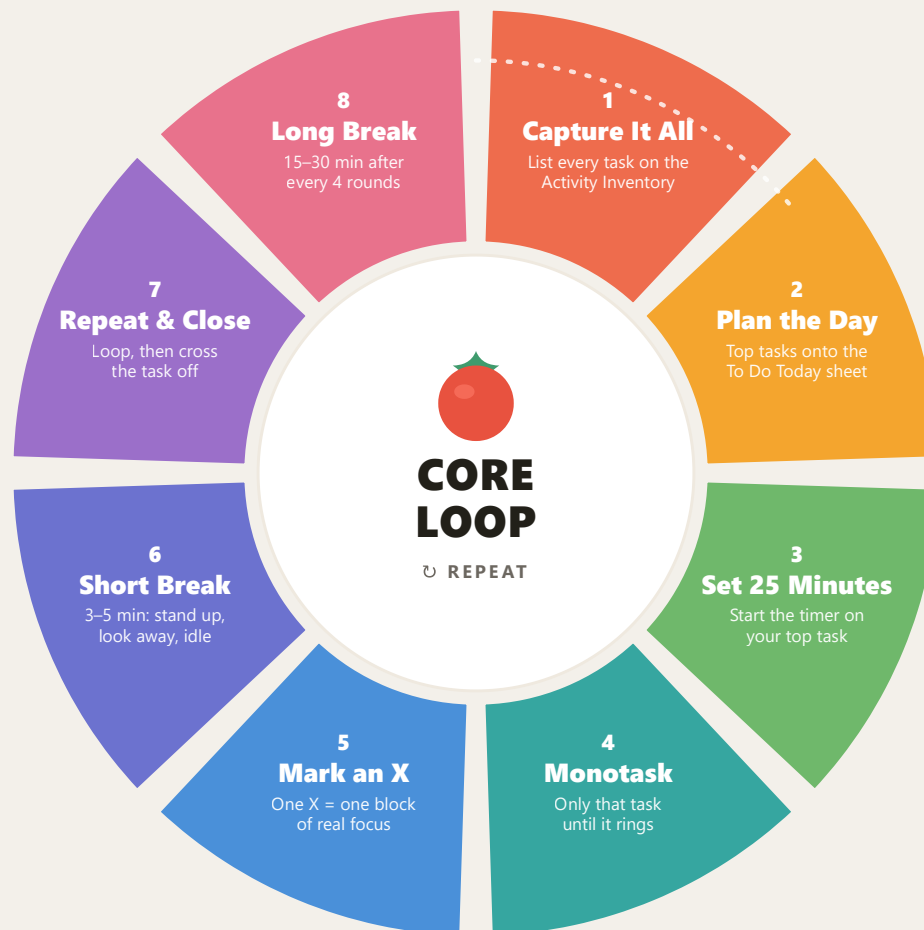
- ✓ **Less overwhelm**, because you only ever face one block
- ✓ **Sharper focus**, with fewer interruptions in each block
- ✓ **Better estimates**, as you learn how long work really takes
- ✓ **Steady motivation**, because the breaks prevent burnout
- ✓ **Greater awareness**, as you notice what actually breaks your focus
- ✓ **A better process**, refined a little more each day

☰ THE TOOLKIT

- 🕒 Timer
- 📅 Activity Inventory
- 📝 To Do Today
- 📊 Records sheet

📈 THE RHYTHM

- 🟠 25 min focused work
- 🟢 3-5 min short break
- 🟣 15-30 min long break, after every 4 rounds



📋 GROUND RULES

- 🚫 **All or nothing**
A pomodoro cannot be split or paused. If it is interrupted, restart it.
- 📏 **Right-size tasks**
Bigger than 5-7 pomodoros? Split it. Smaller than one? Batch it.
- 🔄 **Reset, don't dwell**
A bad pomodoro is over when it ends. The next one resets.
- 🛡️ **Protect breaks**
Breaks are not a reward to skip. They are what make focus sustainable.
- 🕒 **Set it and look away**
Don't watch the countdown. It only revives the time anxiety you're trying to escape.
- 🎯 **Start with one goal**
At first, just learn how long tasks really take. Add the rest later.

The 5-Stage Daily Cycle

The loop above runs inside a daily rhythm. Plan it, track it, then learn from it.



Handling Interruptions

The real test once you start. The move is the same for both: **notice it, record it, protect the pomodoro.**

💡 Internal (from you)

The urge to snack or "just Google it." Catch it, mark a tick, and park the task on a sheet, then finish the block. **Defer, don't obey.**

🔔 External (from others)

A colleague or a ping. Most "urgent" things wait 25 minutes: say you're mid-session, agree a time, and follow up. **Mute alerts first.**

✅ **Notice • Record • Protect.** Acknowledge the interruption without obeying it, and keep the current pomodoro intact.

Avoid These Common Mistakes

The technique is simple, but these six quietly undo it.

✗ Pausing the timer

A pomodoro cannot be paused. Let it ring, or void it and restart fresh.

✗ Skipping breaks

They are not optional. Skipping them is how focus burns out by mid-afternoon.

✗ Multitasking

One task per block. Every switch resets your concentration to zero.

✗ Watching the clock

Set it and look away. Clock-watching brings back the anxiety you are escaping.

✗ Obeying every ping

Record the interruption and defer it. Don't sacrifice the pomodoro to it.

✗ Using it for leisure

This is a tool for work. Keep your free time unstructured, and enjoy it.

Pick one task, focus for 25 minutes, take a short break, and repeat. Take a longer break every four rounds, and let every interruption wait until the timer rings.

Based on the method developed by **Francesco Cirillo**
Visual reference by pomodio.io