



**The Pomodoro Technique** is a scheduling method that employs timed intervals to improve efficiency and overcome procrastination. The technique can be broken down into six essential steps.

1. To begin, you want to prepare your workspace/desk/room:
  - Write down everything you want to accomplish during your timed session in list form.
  - **Prioritize the most important elements of your work** that need your full attention first. You are practicing monotasking here, so avoid trying to do more than one thing at a time.
2. Set a timer:
  - **A pomodoro interval traditionally refers to 25-minutes of focused work.** You can use a kitchen/egg timer or digital apps available online. [Flow](#) and [Forest](#) are two quality timer apps that help with working in a distraction free timeframe. Forest even plant digital trees with use so it gamifies your focus!
3. Work in intervals:
  - **Once the timer starts, focus entirely ONE (1) task at a time.**
  - Minimize distractions: Silence your phone, turn off unnecessary notifications, and inform others not to interrupt you during this period.
  - Use a supplementary app like [Freedom](#) or [Focus](#) to turn off notification during your intervals.
4. Take breaks and breathe:
  - **When the timer rings, take a short 5 minute break**-- move around, stretch, or grab a snack. Your brain requires recovery time between sessions to process information and work efficiently.
  - Breaks between intervals minimize the risk of mental fatigue so you can work steadily without losing focus.
5. Repeat 4-5 times:
  - After your 5 minute break, return and begin or complete another task on your prioritized list.
  - Repeat cycles of focused work and short breaks for approximately 4 cycles (around 2 hours). You will be astounded at the progress you make!
6. Long Break:
  - **After completing a cycle of Pomodoro intervals, take a long 30 minute break.** This is a good time to recharge and refresh yourself after a significant use of mental energy.

Tip:

- **Don't be scared to adjust the interval or break times based on your needs, just be consistent!**