

THE POMODORO TECHNIQUE



This method helps you focus on a specific thing, rather than becoming easily distracted hopping from task to task randomly.

You can utilize this method to help get you started when feeling overwhelmed, focus on tackling priorities, breaking things into smaller steps or to help keep you on task for an entire day of work.

- Choose either one specific project, task or batch of similar tasks.
- Set a timer for 20-25 minutes and work on it
- When the timer goes off, set a new timer for a 3-5 minute break (doing something unrelated to your task/away from the computer ie stretch, bathroom, water, empty dishwasher)
- Repeat for a total of 4 pomodoros

To recap:

1. Decide on the task to be done (helpful to have list of things you wish to do to choose from)
2. Set the pomodoro timer (traditionally to 25 minutes, but you can increase/decrease as needed)
3. Work on the task until the timer goes off & STOP when it goes off
4. Take a short break (set the timer for 3–5 minutes) and then return to step 2
5. After 4 pomodoros, if you wish to continue completing tasks using this method, take a longer break (15–30 minutes), reset your Pomodoro count to zero, then go to step 1 until you get to four pomodoros again.

Suggested websites and apps to check out and find something you like!

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| <ul style="list-style-type: none">● Short video on the pomodoro method:<ul style="list-style-type: none">○ https://youtu.be/mNBmG24djoY● Benefits of the method:<ul style="list-style-type: none">○ https://diyminddesign.com/benefits-of-pomodoro-technique/● Website to a simple pomodoro, add tasks and set time:<ul style="list-style-type: none">○ https://pomofocus.io/● Four-Event Digital Timer with Whiteboard:<ul style="list-style-type: none">○ https://a.co/d/1WkNSKb | <ul style="list-style-type: none">● App: Focus Keeper Timer:<ul style="list-style-type: none">○ https://apps.apple.com/us/app/focus-keeper-time-management/id867374917● App: Focus to Do: to manage many tasks, to do's, lists and schedule :<ul style="list-style-type: none">○ https://apps.apple.com/us/app/focus-to-do-focus-timer-tasks/id966057213● App: 30/30:<ul style="list-style-type: none">○ http://3030.binaryhammer.com/ |
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Other helpful tips: Put your phone on do-not-disturb and do not scroll your phone on breaks. If a pomodoro is to do emails then focus on priority emails by marking them as priority or starring them and then only look at those so you don't get distracted by random Amazon emails or newsletters that don't need your immediate attention. Turn music on, make it fun, reward yourself with a healthy treat at break- get that natural dopamine going!



This information was provided as a courtesy by Tree of Life Counseling. This is not an all inclusive list of information about the pomodoro method. It can be very helpful when people struggle initiating and focusing on tasks, especially people diagnosed with or with questionable ADHD. Please contact us if we can be of further support to help you accomplish your goals and live a more meaningful life without unnecessary shame or anxiety!
www.ToLCounseling.com 812-389-0182