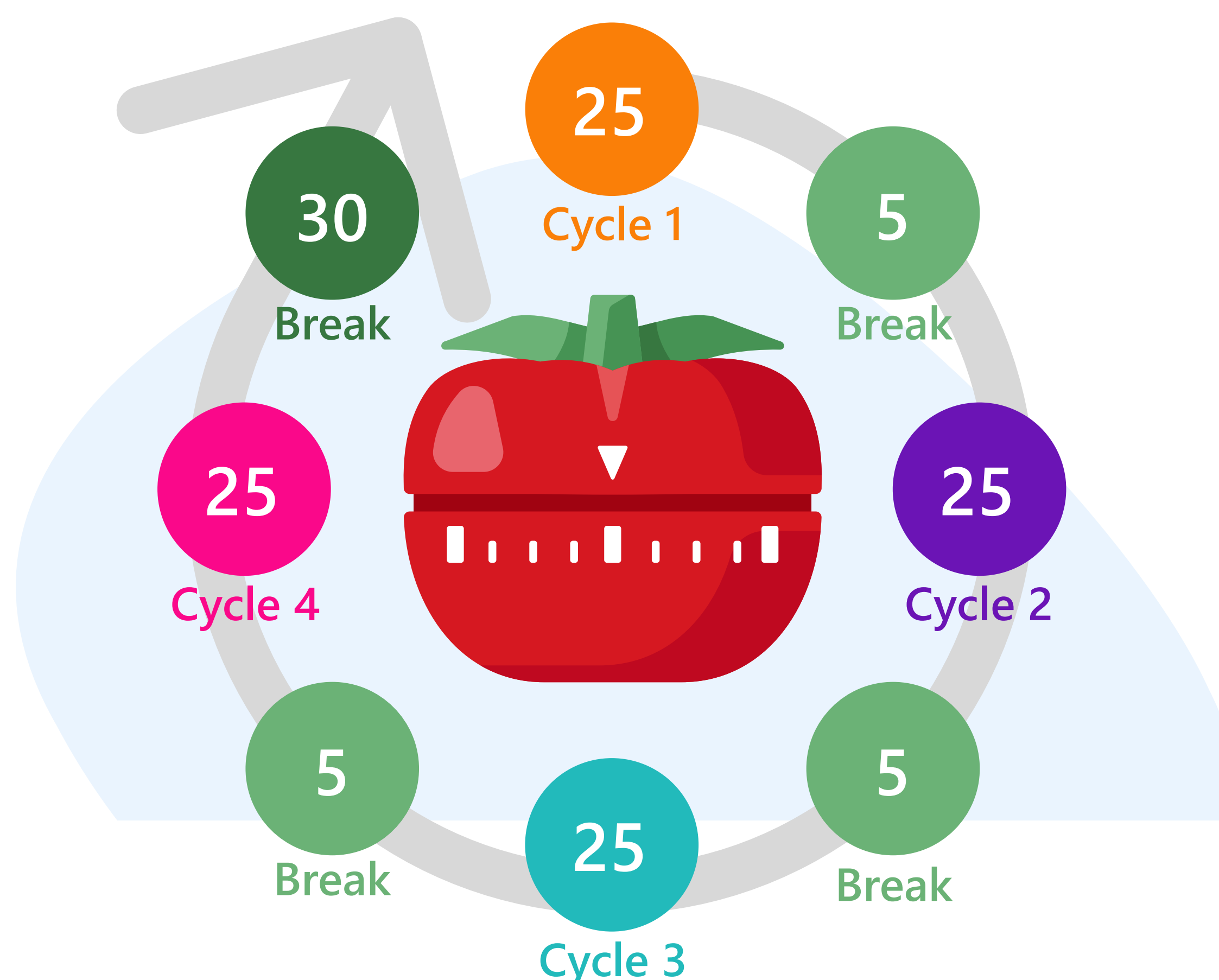


Practical information

POMODORO TECHNIQUE



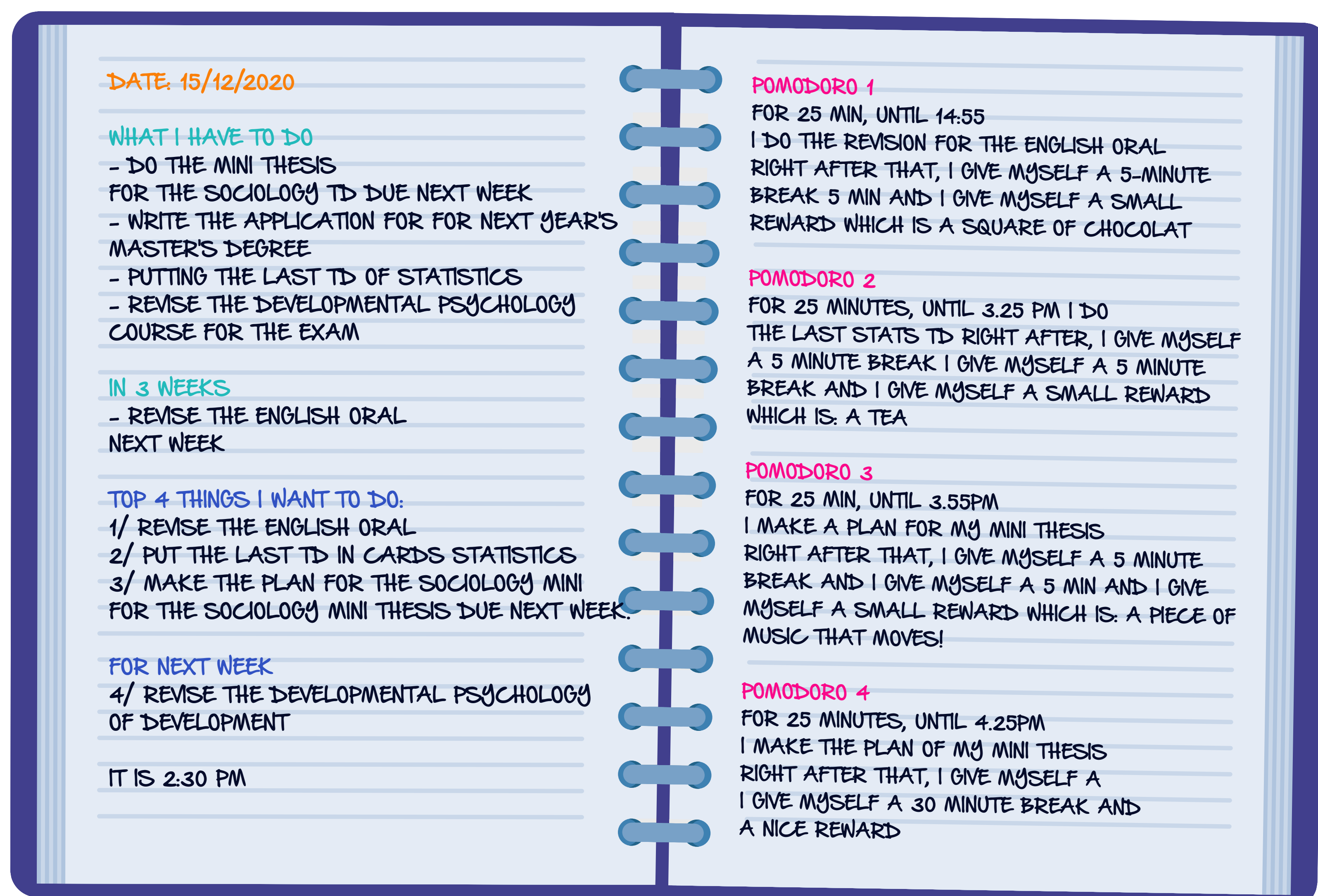
- Make a list of what you need to do.
- Prioritise the activities.
What do you want to do first? Second? And so on.
- Set your timer for 25 minutes.
During this period, do not not check your phone or go on the internet, turn off the TV and radio, do not speak to anyone and avoid any possible sources of distraction.
- Work in a focused way until the timer goes off.
If a thought bothers you or if something important to do comes to mind, write it on a Post-it note to deal with later.
- After 25 minutes, take a 5-minute break.
Use the time to rest, enjoy some distraction and reward yourself.
- Then start a new cycle of 25 minutes.
- After four pomodoros (4 x 25 min), allow yourself a longer break of 30 minutes.



Practical information

THE EXAMPLE OF LAURA

21 years old, Bachelor 3 in psychology



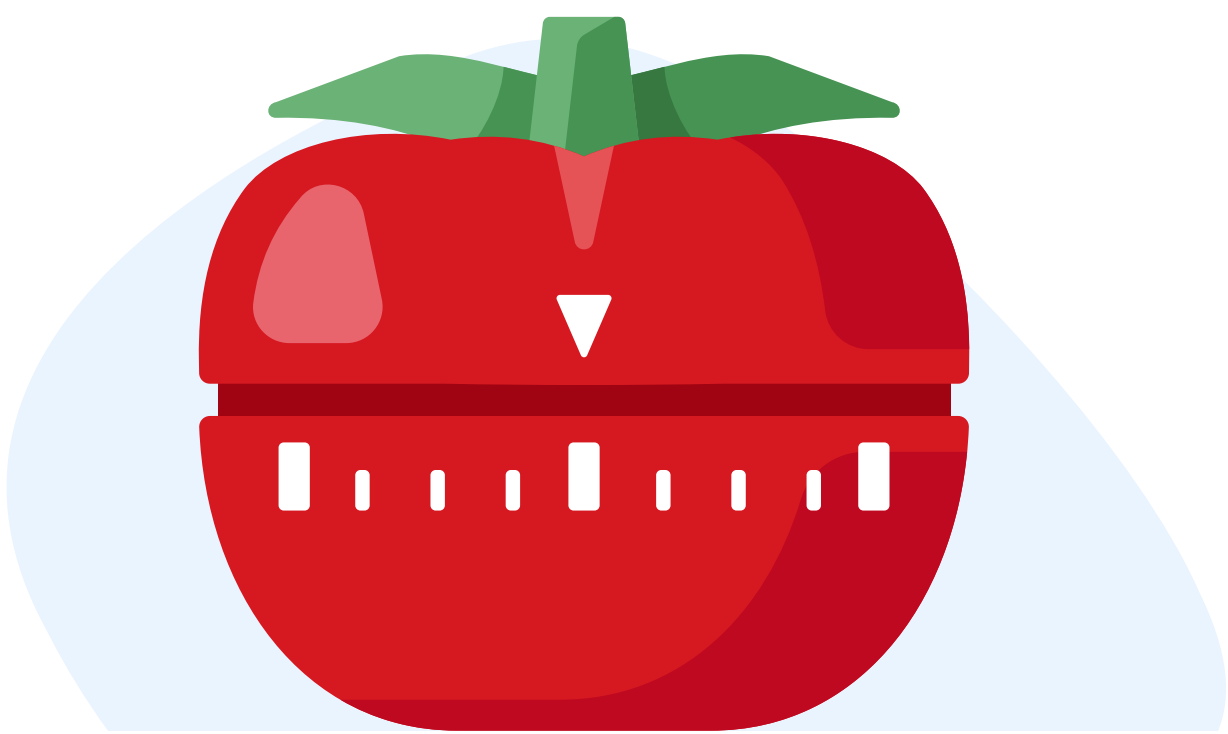
Comment: Laura has work that all require concentration. She arrives at exam period and has classes to learn (statistics and developmental psychology classes), assignments to hand in (English oral, mini-thesis) and administrative formalities (Master's application). Not all of them are a priority: note that the English oral takes place the following week, as well as the submission of the mini-thesis. These tasks are therefore a priority given the deadlines.

As Laura is rather fluent in English, she decides to start with the revision of the oral: This is a way of starting "gently", and doing the simplest thing possible. Afterwards, she chooses a more difficult subject, statistics, but for the moment it's just a matter of writing down the course, which is quite simple. She ends up with the most expensive and difficult thing while she is concentrated, but not yet tired, namely the plan of the mini-memoir.

She starts on the 3rd Pomodoro but doesn't finish in time and reserves a 4th Pomodoro to continue it and that's normal, a plan takes time. Laura can be proud of herself because even though not all the tasks were completed, she managed to focus effectively over an extended period of time.

Practical information

MY POMODORO PROGRAM



Date

What I have to do

- The TOP 4 of what I want to do
- 1
 - 2
 - 3
 - 4

It is

Pomodoro 1

For 25 minutes, until h i do

Immediately afterwards, I give myself a 5-minute break and give myself a little reward which is

Pomodoro 2

For 25 minutes, until h i do

Immediately afterwards, I give myself a 5-minute break and give myself a little reward which is

Pomodoro 3

For 25 minutes, until h i do

Immediately afterwards, I give myself a 5-minute break and give myself a little reward

which is

Pomodoro 4

For 25 minutes, until h i do

Immediately afterwards, I give myself a 5-minute break and give myself a little reward

which is

