

Getting started: Pomodoro technique

What is Pomodoro technique?

Sometimes the hardest part of getting things done is just starting. However, often once you've started you realise the task was not as bad as you thought.

If you find it hard to get started, try the Pomodoro technique (named after a tomato-shaped kitchen timer).

- You will need:
- A timer.
- A task to complete (e.g. a course reading for your next lecture).
- Something nice to do in a 5-minute break (e.g. have a coffee, watch a funny video).



- Step 1:** Choose a task to work on.
Step 2: Set a timer for 25 minutes.
Step 3: Work solely on the task until the timer buzzes.
Step 4: When the timer goes, take a 5 minute break.
Step 5: Repeat.
Step 6: After four rounds have a longer break.





How can this technique help me?


If the task is boring or something you've been putting off, you know you only have to work on it for 25 minutes.

Before you start, you pick one thing to focus on. At the end of the session, you can continue to work on that one thing or pick something else.

It helps you breakdown your tasks into manageable chunks and rephrases your work. Rather than thinking "I have to write 1,000 words in 2 hours (arghh!!)", you can say "I'm going to spend 25 minutes working on a paragraph" (and repeat).

How could I use this technique: Assignments





Examples	Tasks			
				
Start researching	Find five articles for assignment	Read and take notes on one article...	...next article	...next article
Start writing	Draft an outline and thesis statement	Pick one idea and write a paragraph...	...next paragraph	...next paragraph
Ready for hand-in	Proofread and revise	Check and format references	Format essay	


 = 25 minutes

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How could I use this technique: Readings





Reading


Examples	Tasks			
				
Course readings (1)	Read textbook chapter	Answer chapter questions		
Course readings (2)	Read and take notes of assigned reading (Course A)	Continue	Read and take notes of assigned reading (Course B)	Continue

 = 25 minutes

How could I use this technique: Studying

Studying

Examples	Tasks			
				
Reviewing and testing	Review topic A and create a mind map	Answer questions about topic A	Review topic B and create mind map	Answer questions about topic B
Practice essay	Review topic A	Review topic B	Write practice essay	Write practice essay
Flashcards	Create flashcards for topic A	Review flashcards	Create flashcards for topic B	Review flashcards

 = 25 minutes

Tip!

Some people may find the 25-minute blocks constraining. You could try tweaking the task and break times (e.g. 50 minutes, 10 minutes break).