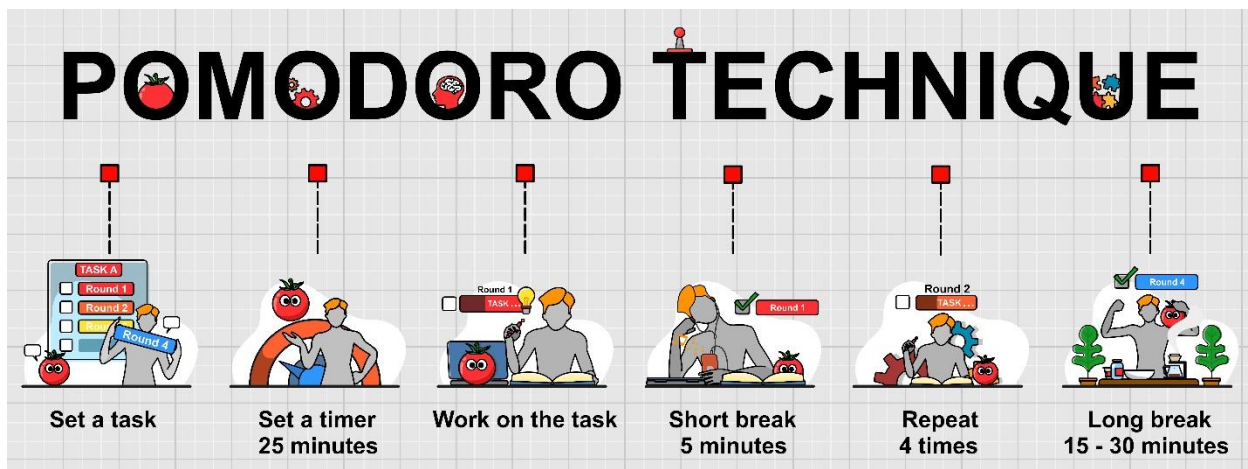


# THE POMODORO TECHNIQUE AND TIME BLOCKING

## *MAKE THE MOST OF YOUR DAY*

The Pomodoro Technique is a time-management practice invented by Francesco Cirillo, a late 1980s university student trying to improve his productivity while studying. He used a timer that looked like a tomato to measure how long he was working.

He found that when he focused intensely for 25 minutes and then took a short five-minute break, he got much more accomplished than if he worked nonstop for a longer time. The Italian word for tomato is Pomodoro; thus, the Pomodoro Technique was born.



### How to Use This Productivity Enhancing Practice

Choose something you need to knock off of your to-do list. Minimize the number of distractions that are begging for your attention. Turn off notifications and the ringer on your phone. Shut down that Facebook tab and turn off any electronic displays in the immediate area.

Create the best possible environment for focused work. Then get started. Time yourself. You want to go without stopping for exactly 25 minutes. If you want to

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use the same type of timer the founder of this technique used, run a Google search for Pomodoro timers.



*Productive App*

You can also use **apps**, stopwatches, alarms, and timers on most smartphones, tablets, and computers. Get to work and don't do anything that isn't relevant to the task at hand. This is focused action. Don't let any random thought into your mind. Give all of your attention and effort to what you're doing.

When the time's up, stop. Take a short break for five minutes. Walk away from your work environment and clear your mind. Get up, stretch your legs, move, and do anything but think about the task you were working on. Then repeat the process.

After your fourth session, take a longer 20-minute break and return totally refreshed.

If you have a bigger task, you can lengthen the times in this technique. Work for 50 minutes straight and then break for 10 minutes. Take a 15 to 30-minute break after two sessions.

### **Why the Pomodoro Technique Works to Improve Productivity and Efficiency**

When you have a huge job, it sometimes seems daunting. You don't know where to begin. What are you going to do first? You feel like you have so much to accomplish that your energy isn't focused.

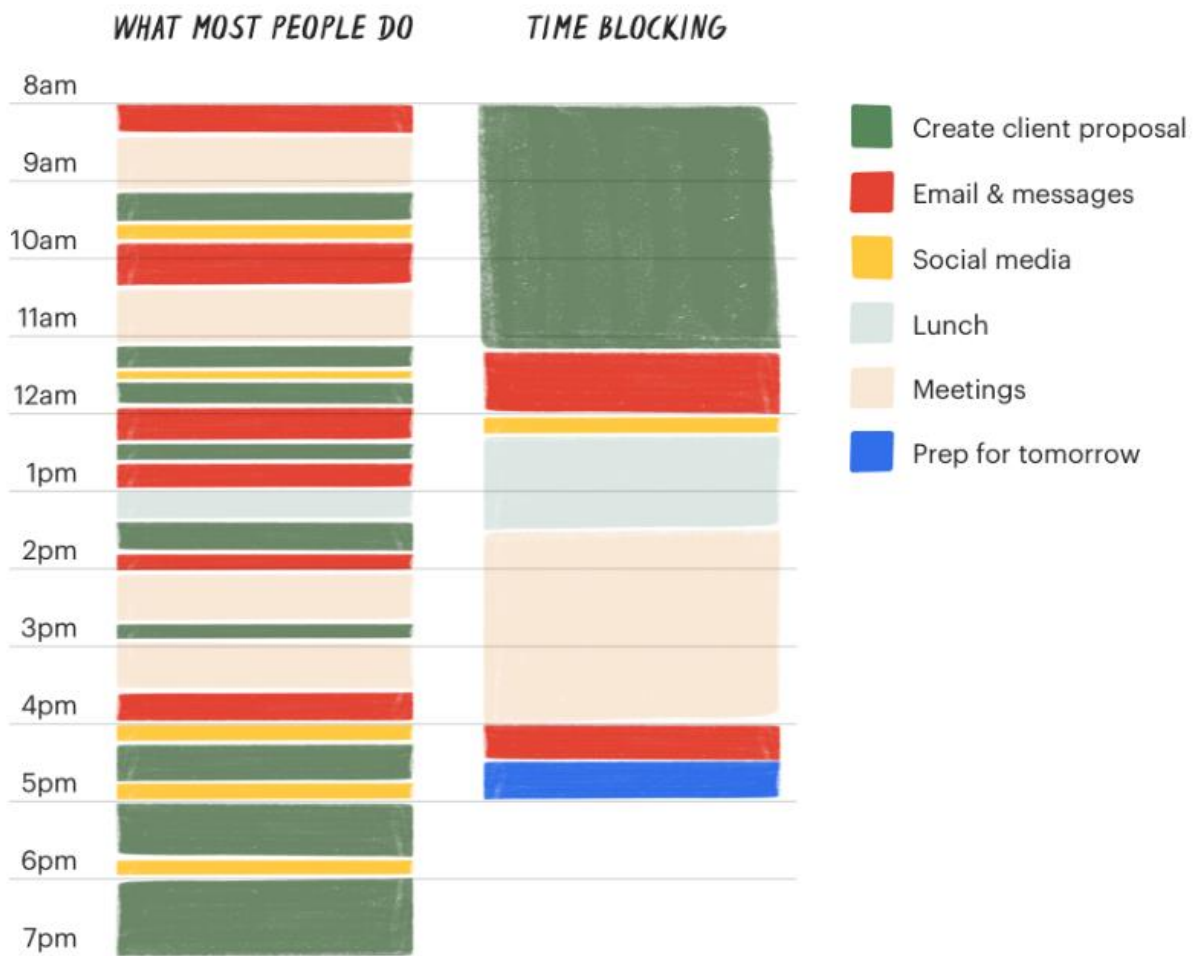
**The Pomodoro technique doesn't allow you to think about multiple things. Your energy and efforts are focused on one task, nothing else.**

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Your timer works where willpower doesn't. You're also not working for a long period where your performance and enthusiasm can falter. This is a proven process for getting more out of whatever time you have. It can help you make the most of your day, whether you use it for business or personal goals.

### Relation to "Time Blocking"



[Guide to Time Blocking](#)

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*"A 40 hour time-blocked work week, I estimate, produces the same amount of output as a 60+ hour work week pursued without structure."*

*— Cal Newport, Author of Deep Work*

Time Blocking is a time management technique where you divide your day into specific blocks of time and assign activities to each block. The goal is to prioritize tasks and allocate sufficient time for each one, in order to be more productive and achieve better work-life balance.

Here are some tips for effective time blocking:

1. **Be realistic:** Set achievable goals for each block of time and make sure to factor in breaks and interruptions.
2. **Prioritize:** Start by scheduling the most important tasks first and work your way down the list.
3. **Be flexible:** Be willing to adjust your schedule if unexpected tasks come up.
4. **Use reminders:** Set reminders for each task or block of time to keep yourself on track.
5. **Minimize distractions:** Find a quiet place to work or use tools to block distractions like noise-cancelling headphones or a website blocker.
6. **Avoid multitasking:** Try to focus on one task at a time, instead of juggling multiple tasks simultaneously.
7. **Evaluate and adjust:** Regularly evaluate your time blocking and make adjustments as needed to improve your productivity.

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What's your best way to learn? Reading? Structured Thinking? Listening? Reminders? Coaching? A Combination? Here's a very cost-effective program with all these options. And the topic is a **Critical Skill** for now and the future!

*Working on this aspect of time management has been one of the most common "coaching" topics for 212-Careers. We've worked specifically with different "app" and online options for To-Do Lists.*

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