# A GUIDE TO THE POMODORO TECHNIQUE

For those of you who enjoy trivial information, a Pomodoro is a tomato. However, it is also a way to manage your time and increase productivity.

**Here's how it works:**

1. Pick a task from your to do list.
2. Set a timer for 25 minutes. You can use your phone, watch… whatever works. Keep in mind that if you find your phone distracting, use a different device.
3. Start the timer, and work on the task you chose for 25 minutes.
4. Take a short five-minute break, then repeat!

Perform four Pomodoros, then take a longer 15-minute break.

If you want to get the most out of the Pomodoro session, then come prepared.

**Make a list of the academic tasks you could be working on.**

- Readings
- Creating flash or cue cards for studying
- Working on written assignments

If you know what you need to be working on, then you can start working. Pick any task from your to do list and work on it for 25 minutes.

**How to make a to do list:**

Ask yourself "What are all the things I need to be working on for the next week in all my courses?"

- Readings
- Watching lectures
- Discussion forums
- Researching articles

Identify all the tasks, and then prioritize. What are the tasks you need to do first? (They are either due sooner or worth lots of marks). What are the tasks you do next, after the higher priority tasks are done?

**How to spend your five-minute break?**

The point of these breaks is to rest, not tire yourself out with social media and more technology.

- Do some stretching
- Walk around the room
- Get some water
- Listen to some music
- Draw

Find a task that will be fulfilling for you, but also one you will be able to leave easily after five minutes.

If you want more information on making a to do list and performing Pomodoros, check out the Being Productive videos on the "Academic Success Online" Moodle page.