POMODORO TECHNIQUE

Hall Life Productivity Hack

**TIME MANAGEMENT STEPS USING THE POMODORO TECHNIQUE**

**CHOOSE A TASK**
It doesn't matter if the task is something big, something small or something you've been putting off for a while. What matters is that it's something that deserves your full, undivided attention.

**SET A TIMER FOR 25 MINUTES**
Commit to spending 25 minutes on the task at hand. Close all web browsers, turn off any social media and email notifications so you won't get distracted during this time. You can do it! After all, it's just 25 minutes.

**WORK UNTIL THE TIMER RINGS**
Immerse yourself in the task for the next 25 minutes. If you remember something else that you need to do, jot it down on a piece of paper.

**PUT A CHECKMARK**
Congratulations! You've spent an entire, uninterrupted Pomodoro on a task. Motivate yourself by monitoring how many 'checkmarks' you can achieve in a day.

**TAKE A BREAK**
Walk around your home, grab a cuppa or do something else relaxing (i.e., not work-related) for 5 minutes. This will help you keep in the flow and stay energised throughout the day.

**EVERY 4 POMODOROS, TAKE A LONGER BREAK**
After completing 4 Pomodoro task sessions, reward yourself with a longer 20-30 minutes break. Your brain will use this time to assimilate new information and recharge before the next round of Pomodoros.