

POMODORO TECHNIQUE:

WORK 4-HOUR'S PER DAY!



The Pomodoro technique is your vehicle to **significantly** improve your productivity.

We all enter this world with the same time allotment of 1,440 minutes every single day. Some people squander theirs, while others make incredible progress. If you are reading this I would surmise that you would prefer to belong to the second category.

Improving your productivity does not demand more time from yourself. Rather it requires a behavioural change in how you manage the time that you do have available.

Do you share some of these frustrations?



You never have enough hours in the day.



You never complete your to-do's.



You are constantly fixing things that would not have needed fixing if they had been done correctly in the first place.



You continue to overestimate what you can achieve in the short term?

These, and more, become the norm of life, yet they irritate you because they are persistent unsolved thorns in your productivity.



Time has value.

In fact, time is probably the most valuable resource you have, as time lost is never recovered. ***It is lost forever.***

And like a craftsman will have many tools to use in their trade, so too, does time management have many tools. You have no doubt tried some of them already: Time blocking; being more disciplined; making a to-do list etc.

Speaking from personal experience, Pomodoros have been **massively** beneficial in improving my productivity.



Developed by Francisco Cerrillo, a Pomodoro is about creating short duration, high-focus periods.

Typically these are 25-minute slots with 3 to 5-minute breaks between them.

Francisco developed a six-step technique, it operates like this:

#1 Decide on the task to be done.

#3 Work on the task at hand in a focused manner. i.e. with no distractions.

#5 If you have fewer than four Pomodoros, take a short break of three to five minutes between each.

#2 Set your timer to 25 minutes.

#4 Stop working on your task as soon as the timer rings. Make sure you do stop.

#6 After four Pomodoros, take a longer break of 15 to 30 minutes.



Finetuning your Pomodoro

After a task has been completed, any remaining time should be devoted to activities such as:

1. Reward yourself with an early break, or
2. Review and edit your work, or
3. Review your activities from a learning point of view, or
4. Review your list of upcoming tasks that you have planned for your next Pomodoro.

Your next steps:

I have kept the explanation of the Pomodoro technique brief and fluff-free.

Print out this guide, figure out how your timer works on your phone, or use a dedicated timer, and get going.

You really can achieve the same output in half the time, the 4-hour day is a possibility.

