**POMODORO technique**

What is it?

This is a cool time management method developed by Francesco Cirillo.The technique uses a to break down work into intervals, traditionally 25 minutes in length, separated by short breaks. These intervals are named ***pomodoros***, the plural of the Italian word for tomato (after the tomato-shaped kitchen timer). The method is based on the idea that frequent breaks can improve attention. There are six stages in the technique:

1. Decide on the task to be done.
2. Set the pomodoro timer (traditionally to 25 minutes)
3. Work on the task until the timer rings. If a distraction pops into your head, write it down, but immediately get back on task.
4. After the timer rings, put a checkmark on a piece of paper
5. If you have fewer than four checkmarks, take a short break (3–5 minutes), then go to step 1.
6. After four pomodoros, take a longer break (15–30 minutes), reset your checkmark count to zero, then go to step 1.

Where to go: [www.tomato-timer.com](http://www.tomato-timer.com)



Or use YouTube video:

<http://pomodorotechnique.com/>