

The Pomodoro Technique in 7 steps.

1. Make a **list** of your **to do's**.
Write them on a page or type them in an empty document. This is your to do list.
2. Decide which to do's **have priority**, these should be on top of your list.
Rank your to do's according to urgency and importance.
3. Break up larger to do's into **tasks** (time blocks) of **20 minutes**.
Rank these tasks according to importance. These are your Pomodoro tasks. You can break up all your to do's like this at once, or every time you have finished a task and start another.
4. Let your **house mates** (parents, brothers, sisters, children, etc.) know what you are doing, and ask them to save their questions and small talk until after the 20'-time block, when the timer goes off. Use headphones, earplugs, or close the door so you can work quietly.
If you have children, then agree with them they must be quiet or go to another room. You can also try to plan their homework in these 20'. If you have very young children, then the Pomodoro Technique might not work for you, as you are probably only able to work if someone else takes care of them.
5. **Set your timer** for 20' and get started.
Take the first task on your list, set your timer for 20' and get started. Work on this task until the timer goes off.
6. 20' have passed? **Tick off this time block on your list** and take a **short break**.
Finished your task? Tick off this task or to do on your list, or cross it out. Take a 3 to 5-minute break.
7. **Begin a new Pomodoro task**.
Take a **longer break** of 15 to 30 minutes after 4 time blocks.

Failed to complete the task in 20 minutes? Try to find the reason.

- **Needed more time than you thought?** Does your task take more than 20' and longer than you estimated? Stop the task after 20', and resume it after your short break as a new task. Do you have tasks that take less than 20'? Then complete 2 or more tasks in one time block.
- **Interrupted?** Tell the person who interrupted you about the Pomodoro Technique, so they will not interrupt you again in the future. You can also decide not to answer your phone and call back on your long break.
- **Your brain starts wandering?** Try to find your focus again. Do not block out thoughts you have, allow them and write them down on a different sheet. That way you register them and they will not fill your head any longer. If you like, you can divide them into a 'private to do list' and a 'study to do list'. Put everything you do not need in another room and turn off notifications on your phone.