The Pomodoro Technique® Core Process

The core process of the Pomodoro Technique consists of 6 steps:

1. Choose a task you'd like to get done



Something big, something small, something you’ve been putting off for a million years: it doesn’t matter. What matters is that it’s something that deserves your full, undivided attention.

2. Set the Pomodoro (or phone timer) for 25 minutes



Make a small oath to yourself: I will spend 25 minutes on this task and I will not interrupt myself.

3. Work on the task until the Pomodoro/ timer rings



Immerse yourself in the task for the next 25 minutes. If you suddenly realize you have something else you need to do, write the task down on a sheet of paper.

4. When the Pomodoro/timer rings, put a checkmark on a paper



Congratulations! You’ve spent an entire, interruption-less Pomodoro on a task.

5. Take a short break



Breathe, meditate, grab a cup of coffee, go for a short walk or do something else relaxing (i.e., not work-related). Your brain will thank you later.

6. Every 4sets of 25-minute cycles, take a longer break

 Once you’ve completed four pomodoros (i.e. 4 sets of 25 minutes), you can take a longer break. 20 minutes is good. Or 30. Your brain will use this time to assimilate new information and rest before the next round of Pomodoros.