Using the Pomodoro Method to Boost Productivity

Have trouble getting started? Want to use your time more efficiently? The Pomodoro Method might be for you.

The Pomodoro Method was created by Francesco Cirillo and requires timed work periods, or 'Pomodoros', with short breaks. Continue completing Pomodoros until the desired tasks are complete.

To start using the Pomodoro Method, follow these steps:

1 — Prioritize

Prioritize a list of tasks based on order of urgency and importance. See the Prioritization Worksheet for assistance with methods of prioritization

2 — Estimate

Estimate how many 'Pomodoros' it will take you to complete each task. Combine multiple tasks for items that will take less than 1 'Pomodoro'

3 — Work

Set a 25-min. timer. Work for 25-mins. Keep track of how often you are distracted. After timer goes off, write a ✓ on your list, take a 5-minute break. Continue to the next Pomodoro. After you have earned four ✓s, take a longer break, up to 30 minutes.

4 — Record

Each time you complete a task, record the actual amount of time it took you to complete the task.

5 — Reflect

After you complete your Pomodoros for the day, reflect on your success. How productive were you? How many distractions occurred during Pomodoros? How can you improve productivity next time?

Want to learn more? Work with the Learning Specialist to discover different time management strategies that work for you. Call 509-358-7757 or go online, wsu.mywconline.net, to make an appointment

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