

// This is a great technique when you have half a day or more to dedicate to administrative tasks.

- 1 // Choose the tasks to be completed
- 2 // Set the timer to 25 minutes
- 3 // Work until the timer rings
- 4 // Cross off that Pomodoro
- 5 // Take a 5 minute break
- 6 // Repeat
- 7 // After every 4th Pomodoro take a 15-30 minute break

To find out more <https://cirillocompany.de/pages/pomodoro-technique>

POMODORO

ACTIVITY

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④

BREAK

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④

BREAK

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④

BREAK

①

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③

④

FINISH