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**Pomodoro Timer Method**

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.

1. **SET THE POMODORO FOR 25 MINUTES:**

Make a small oath to yourself: I will spend 25 minutes on this task, and I will not interrupt myself. You can do it! After all, it’s just 25 minutes.

1. **WORK ON THE TASK UNTIL THE POMODORO 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.
2. **WHEN THE POMODORO RINGS, PUT A CHECKMARK ON A PAPER**Congratulations! You’ve spent an entire, interruption-less Pomodoro on a task.
3. **TAKE A SHORT 5 MIN 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.
4. **EVERY 4 POMODOROS, TAKE A LONGER BREAK**Once you’ve completed four Pomodoros, you can take a longer break. 30 to 60 minutes is good. Your brain will use this time to assimilate new information and rest before the next round of Pomodoros.

**<http://pomodorotechnique.com>**