

Pomodoro Technique

APSU Writing Center Handout

The Pomodoro Technique is an effective time-management method for writing, studying, or completing tasks. It helps reduce procrastination, maintain focus, and boost productivity.

The Process

Make a List of Tasks

Write down everything you need to accomplish.

This helps you visualize and prioritize your work.

Select One Task

Choose the task you want to focus on or make the most progress on.

Set a Timer for 25 Minutes

Work exclusively on the chosen task.

The timer keeps you accountable and on track.

Work Until the Timer Rings

Avoid distractions like checking your phone, emails, or talking to others.

Take a 5-Minute Break

Once the timer goes off, stretch, walk, or relax to recharge.

Repeat

Start another 25-minute work session.

After completing four Pomodoros take a longer break (15–30 minutes).

Why the Pomodoro Technique Works

Eliminate Distractions

Focusing without interruptions allows your brain to fully engage with the task.

Minimizing distractions ensures that your sessions are productive and your attention is on the task.

Break Down Large Tasks

Dividing a big project into smaller chunks prevents overwhelm and promotes steady progress.

This helps you stay motivated, track progress, and avoid procrastination.

Boost Focus & Productivity

Short, intense work sessions keep your mind alert and prevent fatigue.

This encourages sustained engagement and makes even long or difficult tasks manageable.

Mindful Breaks

Resting briefly recharges your mental energy and improves focus for the next session.

This prevents burnout, reduces stress, and supports creativity and long-term retention of information.

References

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