Cirillo’s Pomodoro Technique

A Summary
Two types of temporal experiences:

1. Sequential
2. Becoming

(Cirillo, 2007, p.3)
1. **Sequential time:**

Time is experienced as linear and logical. One thing follows another (e.g., After breakfast, I get dressed, and then I go to work)

(Cirillo, 2007, p.3)
2. **Becoming time:**

Abstract experience of time. The same measured time can feel longer or shorter, depending on how it’s filled. This experience of time can produce anxiety.

(Cirillo, 2007, p.3)
The basics

- A pomodoro (or pom) is 25 minutes of uninterrupted work time
- A 5-minute break of non-work activity follows a pom
- A longer break of 15-30 minutes follows four poms
Goals

- Relieve anxiety
- Improve focus and concentration
- Reduce interruptions and increase self-awareness
- Improve decision-making and goal-setting
- Stay motivated and determined
- Become more aware of time and how to better utilize it

(Cirillo, 2007, p.3)
# Five Stages

<table>
<thead>
<tr>
<th>What</th>
<th>When</th>
<th>Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning</td>
<td>at the start of the day</td>
<td>to decide on the day’s activities</td>
</tr>
<tr>
<td>Tracking</td>
<td>throughout the day</td>
<td>to gather raw data on the effort expended and other metrics of interest</td>
</tr>
<tr>
<td>Recording</td>
<td>at the end of the day</td>
<td>to compile an archive of daily observations</td>
</tr>
<tr>
<td>Processing</td>
<td>at the end of the day</td>
<td>to transform raw data into information</td>
</tr>
<tr>
<td>Visualizing</td>
<td>at the end of the day</td>
<td>to present the information in a format that facilitates understanding and clarifies paths to improvement</td>
</tr>
</tbody>
</table>

(Cirillo, 2007, p.4)
The to-do sheet

- List your tasks for the day
- Start at the top and work through each one
- Mark an X for each completed pom beside the task
- One task shouldn’t take more than 5-7 poms
- Combine short tasks to create one pom

Notes:
Poms are indivisible.
A incomplete pom is not a pom.

(Cirillo, 2007, p.5-8)
Internal interruptions

- We interrupt ourselves with thoughts, ideas, needs
- Two types:
  - New activities
  - Urgent and unplanned

(Cirillo, 2007, p.9-14)
New Activities

- Determine if it’s urgent
- If not, write it down on the “New Activities” sheet
- Assign an approximate due date

(Cirillo, 2007, p.11-12)
### Urgent and unplanned interruptions

- Note it with an apostrophe
- Write it down at the bottom of the page

<table>
<thead>
<tr>
<th>To do today</th>
<th>December 14, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write section on Massumi</td>
<td>‘’</td>
</tr>
<tr>
<td></td>
<td>XXX</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Read article by Blay</td>
<td></td>
</tr>
<tr>
<td>Get a glass of water</td>
<td></td>
</tr>
</tbody>
</table>

(Cirillo, 2007, p.9-12)

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