Cirillo's Pomodoro Technique

A Summary

writing *and Communication* centre

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Writing with the Pomodoro technique

Two types of temporal experiences:

1.   Sequential

2.   Becoming

(Cirillo, 2007, p.3)

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Writing with the Pomodoro technique

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)

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.
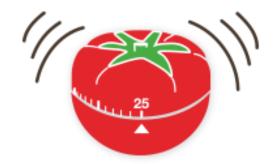
(Cirillo, 2007, p.3)

The Pomodoro technique

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

- Alleviate anxiety linked to becoming
- Enhance focus and concentration
- Cut down on interruptions
- Boost motivation and keep it constant
- Bolster the determination to achieve your goals
- Refine the estimation process

(Cirillo, 2007, p.3)

Five Stages

What	When	Why
Planning	at the start of the day	to decide on the day's activities
Tracking	throughout the day	to gather raw data on the effort expended and other metrics of interest
Recording	at the end of the day	to compile an archive of daily observations
Processing	at the end of the day	to transform raw data into information
Visualizing	at the end of the day	to present the information in a format that facilitates understanding and clarifies paths to improvement (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)

Interruptions

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

	To do today	January 11, 2017
	Review instructions for CanLit Guides submission	' ' X X X
	Send email to editor	
	Confirm room booking for Dissertation Boot Camp	

(Cirillo, 2007, p.9-12)

Read more

Cirillo, F. (2007). *The Pomodoro Technique (The Pomodoro).* San Francisco: Creative Commons. Available from http://baomee.info/pdf/technique/1.pdf

www.pomodorotechnique.com