

The Pomodoro Technique

By now, you should have received your productivity planner. If you have already started using it, I will provide you with some guidance here. If you have not yet used this planner please read the introduction in the planner (pages 4-34) to learn about the pomodoro technique.

For those of you who have not received the planner yet, please read this document as I have added screenshots of the pages for your information. In lieu of the planner, feel free to copy the pages (in a separate document after you read this) into a journal to keep track of your future goals, habits and to be able to reference back to them as your progress through the program. For those of you who want to purchase the productivity planner to keep track of ongoing habits and goals, click this link to purchase through the 15minuteaday.ca program.

The Pomodoro Technique was coined by an Italian by the name of Francesco Cirillo. He was a university student in the 1990s and was experiencing procrastination when he was trying to execute activities where he had little or no motivation. He decided to break down the larger activities into smaller stints so that he could maintain a level of interest and get the task completed. He decided to break down activities into 25 minutes intervals with 5-minute breaks. He used a kitchen timer shaped like a tomato to do this and that is where pomodoro comes from (tomato in Italian). It is important to point out, the 5-minute breaks are an imperative part of the pomodoro technique and should not be squandered spending time doing something else. I suggest you drink water, stretch or do jumping jacks! Do not touch your phone, computer, book, etc.

Please see next document or read introduction in productivity planner from page 4-31.

Please start using this to plan your day in the morning and review your day before bedtime. It is revolutionary tool. Like everything else, please use this for the rest of the program for best results.