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# Self-management: The Pomodoro Technique



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The Pomodoro Technique, developed by the Italian Francesco Cirillo, uses a kitchen clock in the shape of a tomato (pomodoro = Italian for tomato) and is intended to increase productivity during work. The technique is based on the idea that taking breaks is equally important for success as are periods of focused working. Following this idea, plan an upcoming task or period of work in intervals:

1. Before you start with a task, briefly write down what needs to be done to complete it.
2. Then, set an alarm on 25 minutes and start working.
3. When the alarm rings, take a break of 5 minutes.
4. Start again with a phase of 25 minutes of work followed by a 5-minute-break.

The combination of 25 minutes of work and a 5-minute-break equals one full Pomodori unit. After four successive Pomodori units, you should take a break of 30 minutes.

The Pomodoro Technique is suitable for writing projects in particular because your capacity to write or think in a focused and productive way is limited. By subdividing the writing or even the planning phases of your project into smaller units, you can make it easier for yourself to concentrate on your task and stick to your topic. The Pomodoro technique can also gradually increase your capacity to focus on your given project. In addition, this strategy can reduce the anxiety often encountered in large writing projects.

You can also use other writing techniques during your Pomodoro units, depending on where you are in your project, e.g. Mind Map, Cluster, Freewriting, Instant Proposal.

There is a number of apps online to help you use the Pomodoro Technique. Also, you can combine this technique with other methods and/or tools for time management, e.g. <https://trello.com/en>.