

# Time Management



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## The Pomodoro Technique

This method is for taking large tasks and breaking them up into smaller portions. It is also a great way to determine how much time you will need to complete a task. For example if you know you have to read two chapters of anatomy every week and are unsure how much time to dedicate to this repetitive assignment you might want to try this technique. Set a timer for 25 minutes. Read continuously without distraction until the alarm goes off. Physically get up and walk out of the room, it is important not to stay where you are and just check your social media. You need to disengage and go stretch, use the bathroom etc. all within a 5 minute period. Repeat this process until you are done with your assignment. Each 25 minute session equals one pomodoro. If it takes you 2 pomodoros to read two anatomy chapters you now know how much time to dedicate per week for that assignment. For every 4 consecutive pomodoros take a long 20 minute break rather than 5 minutes.

Modifications: If you feel as though you are in the zone and want to keep going without taking a break, you may choose to do so. Try not to go longer than an hour though without taking a break. You need to give your mind a rest so as not to get burnt out. You may also choose to modify the timing. For example, you can do a task for 40 minutes and take a short break and repeat. Do whatever works best for you!

For a video explanation: <https://www.youtube.com/watch?v=mNBmG24djoY>