

# Time Management: Pomodoro Method



Office of Student Support

[SMHSstudents@gwu.edu](mailto:SMHSstudents@gwu.edu)

Ross Hall 112B

Time management is an important skill; at different points in your life, you may manage more things than you can handle. This sheet lists several techniques that can be implemented in your daily life to help you better manage multiple responsibilities.

## Pomodoro Method

This method takes large tasks and breaks them into smaller portions. It is also a great way to determine how much time you will need to complete a task. Online, there are a multitude of resources that serve as a Pomodoro Method alarm.

- Set a timer for 25 minutes. When the alarm goes off, physically get up and walk out of the room, disengage and stretch, use the bathroom, etc., all within 5 minutes.
- Repeat this process.
- Each 25-minute session equals one Pomodoro.
- For every 4 consecutive Pomodoro's, take a longer 20-minute break rather than 5 minutes.
- *Modifications:* If you feel you are in the zone and want to keep going without taking a break, you may choose to do so. Try to stay within 50 minutes without 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, take a short break, and repeat.