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HB 211



## The Pomodoro Technique

### A TIME MANGEMENT TOOL

This is a great way to break large tasks into smaller chunks. The **first step** is to pick whatever task needs to be accomplished. For example, let's say one of your homeworks assignments was to read two chapters in your text book. Step one is complete! **Step 2** is to set a timer for 25 minutes. You can use whatever timer you prefer, most likely you'll use your phone for this. **Step 3**: Begin reading and do so until you hear the timer go off. DO NOT check your phone or look at the timer. Stay focused! 25 minutes is just enough time so that your brain does not start to wander off. **Step 4**: Take a 5 minute clean break. What is a clean break? It is NOT checking your phone and scrolling through your social media or answering emails. You SHOULD get up, walk around, get a glass of water, use the restroom if needed etc. Do something to reset your brain and give your eyes a break. Once that 5 minutes is up, set your timer again for another 25 minutes and do the process over again. Once you've gone 4 sessions of 25 minute intervals, you can take an extended break of 20 minutes. During this break, you may do whatever you want.

#### FAQ's & Tips:

Q- What happens if I'm in the zone and the timer goes off? I don't just want to stop.

A – The Pomodoro Technique can be easily modified to fit whatever works best for you! If you're in the zone and feeling really productive, then don't stop! Keep going! It's not recommended that you go longer than 50-60 minutes without taking a break. This will lead to burnout and you won't be able to work as long as you would have if you were taking small breaks throughout.

Q- Can I modify the timing?

A- Yes! As we said, the 25:5 ratio is just a template. Try a 50:10 ratio or whatever feels most comfortable to you. Begin with a 25:5 and go from there

Q – Are there apps to help with this?

A- Plenty! Just search for the word "pomodoro" in your app page and a ton will come up.

Tip: This is a great way to forecast your time. If you know on average it take you 4 "pomodoros" to read 2 chapters of your chemistry text book, you know you should allocate approximately 2 hours the next time it is assigned.

To watch a video on the pomodoro technique, check out Med School Insideres explanation [here](#)