

## ***POMODORO TECHNIQUE – CONCETRATION AND FOCUS TECHNIQUE***

This technique serves to improve your concetration and focus. Getting stuff done is hard, especially if you are self-employed or need to do things for yourself that you usually put off, like paying bills. There always seems to be something else to do: a drawer that could be organized, a phone call to your sister or checking flight prices on a trip you have no intention of taking

The Pomodoro Technique was invented in the early 1990s by developer, entrepreneur, and author Francesco Cirillo. Pomodoro is a cyclical system. You work in short sprints, which makes sure you're consistently productive. You also get to take regular breaks that bolster your motivation and keep you creative.

The methodology is simple: When faced with any large task or series of tasks, break the work down into short, timed intervals (called "Pomodoros") that are spaced out by short breaks. This trains your brain to focus for short periods and helps you stay on top of deadlines or constantly-refilling inboxes. With time it can even help improve your attention span and concentration.

Pomodoro steps in 5 steps:

1. Choose your task and total time to work on it.
2. Set a timer to 25 minutes
3. Work on the task for 25 minutes. Avoid all distractions and urges to multi-task.
4. Take a 5 minute of break for energy renewal, start another Pomodoro.
5. Take a 20-30 minute of break after completing four Pomodoros

If *you* decide to implement this system you'll be able to:

- Eliminate the multi-tasking habit.
- Focus on the task at hand.
- Get more things done because you'll have a sense of urgency.
- Avoid the perfectionist mindset by overly "fine-tuning" a project.
- Build higher levels of [willpower](#) and concentration.
- Decrease stress levels because you're doing one thing at a time.