

# Awaken Your Inner Coach

## Pomodoro technique

The Pomodoro Technique is a time-management method designed to improve focus and productivity by breaking work into intervals, traditionally 25 minutes in length, separated by short breaks. This technique can help you maintain sustained focus while preventing burnout.

How to Use:

### **Set a Timer:**

Choose a task or project you want to work on.  
Set a timer for 25 minutes (this is one "Pomodoro").

### **Work Focused:**

During the 25 minutes, work with full focus on the task. Avoid distractions – no checking emails, social media, or interruptions.

### **Take a Short Break:**

Once the timer goes off, take a 5-minute break. Stand up, stretch, get some water, or relax.

### **Repeat the Process:**

Repeat the process for 3-4 Pomodoros (25 minutes of work, followed by a 5-minute break).

### **Take a Longer Break:**

After completing 3-4 Pomodoros (about 2 hours of work), take a longer break of 15-30 minutes to recharge before starting again.

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A stylized illustration of a glowing lightbulb is centered behind the title. The lightbulb is depicted with a grey base and a blue, glowing upper portion, surrounded by several short, grey lines radiating outwards to represent light.

## **Pre-Questions for Reflection**

Before using the Pomodoro Technique, reflect on the following:

### **Task Clarity:**

What tasks do I need to complete today? Are they large projects or smaller tasks?

Which task is most urgent and important?

### **Focus Challenge:**

Are there distractions that prevent me from focusing for long periods of time?

What is one step I can take to reduce distractions during the Pomodoro session?

### **Goal Setting:**

What is my desired outcome for each Pomodoro session (e.g., a completed task, progress on a project)?

How will I measure success at the end of each Pomodoro?

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POMODORO 	Task/Goal	Time Start	Time End	Break Start	Break End	Notes for Improvement
 1						
 2						
 3						
 4						

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## Reflection Questions

Once you've completed several Pomodoros, reflect on the following:

### Focus and Productivity:

How well did I stay focused during each Pomodoro session? Were there any distractions that were difficult to manage?

Did I feel productive and accomplish my goal for each Pomodoro?

### Break Effectiveness:

Did the short 5-minute breaks help refresh me for the next session?

How did I feel after taking the longer break? Was I able to return to work feeling recharged?

### Challenges:

What challenges did I face while using the Pomodoro Technique today? Were there any particular tasks that were hard to complete within 25 minutes?

How can I adjust my Pomodoro sessions to better suit the task (e.g., shorter or longer intervals, different types of breaks)?

### Improvements:

What can I do to improve my focus during the next Pomodoro session? Is there anything I can change in my environment or routine?

Did I track my time and breaks effectively? How can I make the process more efficient next time?

### Goal Achievement:

How well did I meet my goals at the end of each Pomodoro session? Was I realistic in what I could accomplish during each interval?

What's the next step in completing this task or project?

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A stylized lightbulb icon is positioned behind the title. It has a grey base and a blue top, with several short, grey lines radiating from it to represent light or an idea.

## **Outcomes of Using the Tool:**

### Improved Focus:

The technique helps build sustained attention and minimises distractions during work periods.

### Enhanced Productivity:

By breaking down work into manageable intervals, you can make significant progress without feeling overwhelmed.

### Preventing Burnout:

The regular breaks help you stay refreshed, improving overall performance and mental well-being.

### Increased Motivation:

With shorter bursts of work and regular rewards (breaks), the Pomodoro Technique can keep you motivated and engaged throughout the day.