

# POMODORO *Session* PLANNER



# Instructions, benefits, and tips

## INSTRUCTIONS

Step 1: Choose the task you need to work on

Step 2: Set a timer for 25 minutes

Step 3: Work on the task until the timer beeps

Step 4: Take a short break when the Pomodoro is complete

Step 5: Repeat these steps 4 times

## ESSENTIAL TIPS FOR IMPLEMENTING THE TECHNIQUE

1. Don't skip breaks
2. Make an effort to avoid distractions
3. Do not work on different tasks in one Pomodoro
4. Keep the breaks short
5. The technique requires practice

## BENEFITS OF THE POMODORO TECHNIQUE

1. Helps you focus
2. Makes progress as a process
3. Reduces multitasking and distractions
4. Tracks effort
5. Uses primacy and recency effect

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# Pomodoro Weekly Session Planner

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	WEEK 1	WEEK 2	WEEK 3	WEEK 4
MON				
TUES				
WED				
THURS				
FRIDAY				

# TRACKING POMODORO SESSIONS

YOU GOT THIS!

**INSTRUCTIONS:** Choose the task you need to work on. Set a timer for 25 minutes. Work on the task until the timer beeps. Check off the complete session. Take a short 5-minute break when the Pomodoro is complete. Repeat these steps 4 times. Once you finish 4 such cycles, take a longer break of 20-30 minutes.

**COMPLETE FOUR 25-MINUTE SESSIONS**

SESSION/TASK 1: \_\_\_\_\_

SESSION/TASK 2: \_\_\_\_\_

SESSION/TASK 3: \_\_\_\_\_

SESSION/TASK 4: \_\_\_\_\_

**LONGER BREAK: 20-30 MINUTES**

**COMPLETE FOUR 25-MINUTE SESSIONS**

SESSION/TASK 1: \_\_\_\_\_

SESSION/TASK 2: \_\_\_\_\_

SESSION/TASK 3: \_\_\_\_\_

SESSION/TASK 4: \_\_\_\_\_

**LONGER BREAK: 20-30 MINUTES**

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SESSION/TASK 1: \_\_\_\_\_

SESSION/TASK 2: \_\_\_\_\_

SESSION/TASK 3: \_\_\_\_\_

SESSION/TASK 4: \_\_\_\_\_

**LONGER BREAK: 20-30 MINUTES**

**COMPLETE FOUR 25-MINUTE SESSIONS**

SESSION/TASK 1: \_\_\_\_\_

SESSION/TASK 2: \_\_\_\_\_

SESSION/TASK 3: \_\_\_\_\_

SESSION/TASK 4: \_\_\_\_\_

**LONGER BREAK: 20-30 MINUTES**

# TRACKING POMODORO SESSIONS

YOU GOT THIS!

**INSTRUCTIONS:** Check off how many four-session intervals you completed in a day for tracking purposes.

- COMPLETED FOUR 25-MINUTE SESSIONS
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# NOTE PROGRESS

EMOTIONS, SUCCESSES, INSIGHTS

The image shows a yellow notepad with a red vertical margin line on the left side. The notepad has horizontal blue lines for writing. There are two white circular punch holes on the left side, one near the top and one near the bottom. The bottom right corner of the notepad is folded over, showing a greenish-yellow color. The background is white with a light orange border on the left and right sides.