



TechTalk @ Liip by Tobias Ebnöther



# What is it?

- \* Time management
- \* Task agnostic
- \* Detachment
- \* Regulates complexity
- \* All about self improvement



# Goals

- \* Alleviate anxiety linked to becoming
- \* Enhance focus
- \* Increase awareness of your decisions
- \* Boost motivation and keep it constant
- \* Bolster the determination to achieve your goal
- \* Refine the estimation process
- \* Keeps yourself facing complex situations



# What you need

- \* A kitchen timer
- \* A sheet of paper
- \* A pencil



# What is a Pomodoro?

- \* A Pomodoro is about 30 Minutes
- \* \* 25 Minutes of Work
- \* \* 3-5 Minutes break
- \* \* 15 - 30 Minutes break all 4 Pomodoros



# Planning

At the start of the day:

- \* Create a Activity Inventory Sheet
- \* Copy your tasks for today to the To Do Sheet



# Tracking

During the day:

- \* Pomodoros marked with an X
- \* Internal Interruptions marked with an ‘
- \* External Interruptions marked with an -



# Recording

At the end of the day:

\* Archive your daily observations

# Processing

At the end of the day:

\* Transform your data into information



# Visualization

At the end of the day:

- \* Visualize your data to understand it
- \* Figure paths to improve



# Making estimations

- \* Use a rectangle for your first estimation
- \* Use a different symbol for your second estimation
- \* Do a third estimation if necessary
- \* Keep Records of them to improve yourself!



# Get more effective

- \* Use the first minutes to repeat the activity
- \* Use the last minutes to review your work
- \* Use the first Pomodoro of a set to review or pair
- \* Create a Timetable



# Rules

\* A Pomodoro is indivisible

# Rules

\* If a task is more than 5-7 Pomodoros, break it down



# Rules

- \* If a task is less than one pomodoro, add it up, and combine it with another task

# Rules

\* Once a Pomodoro begins, it has to ring



# Rules

\* The next pomodoro will go better



# Rules

- \* The Pomodoro Technique shouldn't be used for activities you do in your free time.