The Pomodoro Technique is a Time-Management method that focuses on applying self-assessment and intrinsic rewards.

**STEP 1**
Decide on the task to be done.

**STEP 2**
Set the pomodoro timer to n minutes (traditionally 25).

**STEP 3**
Work on the task until the timer rings. Record with an x.

**STEP 4**
Take a short break. (3-5 min)

After 4 pomodori, take a longer break (15-30 min).

The Pomodoro Technique is effective in reducing external or internal distractions and will help you stay focused and more productive.