Exercise

# Time Management Strategies

Practice using the **Pomodoro Technique** for a more focused and productive work period.

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|  | **25 Minutes** | **5 Minutes** |
| **Cycle 1** | Work on one task | Break |
| **Cycle 2** | Work on one task | Break |
| **Cycle 3** | Work on one task | Break |
| **Cycle 4** | Work on one task | Break |
| **Break** | Take a 15-30 minute break | |

Instructions

1. Choose a task that requires focus and would be benefitted by the use of the Pomodoro technique.

2. Set a timer for 25 minutes and dedicate this time solely to working on the task.

3. Once the timer goes off, take a 5-minute break.

4. Repeat this cycle again for the same task or a different one. After 4 cycles, take a longer break of 15-30 minutes.

5. Reflect on the effectiveness of using the Pomodoro technique:

1. Did it keep you more focused on the task at hand?
2. Did the short breaks help refresh your mind?
3. How can you adjust this technique to better suit your needs?