



POMODORO FOCUS TOOL

THE METHOD

- Set a 25 minute timer. Work in focused blocks. No distractions. Rest between rounds.
- Each round = 25 minutes work + 5 minutes rest
- Every 4 rounds = Take a longer 15–30 minute break

SET YOUR POMODORO TASKS

<input type="checkbox"/> ROUND 1:	
<input type="checkbox"/> ROUND 2:	
<input type="checkbox"/> ROUND 3:	
<input type="checkbox"/> ROUND 4:	

Take a 15–30 minute break!

DAILY REFLECTION

RATE YOUR FOCUS (1–10):

1	2	3	4	5	6	7	8	9	10
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIST ANY DISTRACTIONS THAT PULLED YOUR ATTENTION:

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LIST YOUR TOP 3 PRIORITIES FOR TOMORROW:

1.	
2.	
3.	