Pomodoro or Flowtime

Which productivity technique will work for you? Try them both to find out!

The <u>Pomodoro Technique</u> helps you laser focus on one task at a time using a 25-minute timer. (No multitasking.) Each 25 minutes is called a Pomodoro. After the timer goes off place an X or a check mark indicating the Pomodoro was completed, then take a short 5-minute break. When you have completed 4 Pomodoro's you would take a longer break of 25 minutes. Example:

Task	Timer	Complete	Break
Task 1	25 min	X	5
Task 2	25 min		5
Task 3	25 min		5
Task 4	25 min		25

Tip:
- *If you know a task will take longer than 25 minutes break it down into smaller pieces that can be completed in a Pomodoro (25 minutes).*
- *If a task will take less than 25 minutes add it to other tasks that will also take less than 25 minutes to make a full Pomodoro (25 minutes).*

<u>Flowtime Technique</u> is similar to Pomodoro without the timer. This technique also allows you to track your tasks, time spent in each task, has suggested break times and accounts for interruptions. The main rule is to complete one task at a time known as "Unitasking."

The idea of flowtime is you start a task and when you feel like you need a break, you take a break. Break time recommendations depend on the amount of time spent on the task. Break times are not a hard and fast rule, the purpose is to rejuvenate yourself after you have spent some good time working. Here are the *Flowtime break time recommendations.*

Time Worked	Break
25 min or less	5
25-50 min	8
50-90 min	10
over 90 min	15

Here is an example of what tracking Flowtime would look like:

Date	Task	Start Time	Stop Time	Interruptions	Work Time	Break
12/2/2022	Invoicing	8:20 am	9:45 am	0	1 hr 15 m	10
12/2/2022	Check and Respond to Emails	9:56 am	11:10 am	1	1 hr 14 m	10
12/2/2022	Check and Respond to Emails	11:23 am	11:45 am	0	22m	5
12/2/2022	Check and Respond to Emails	11:50 am	12:35 pm	1	45m	8
12/2/2022	MailChimp Invite Creation	2:00 pm	4:15 pm	1	2hr 15m	20
12/2/2022	Customized Calendar Creation	4:35 pm	5:45 pm	0	1hr 10m	End of Day

You can use a sheet of paper or a spreadsheet to track your progress for either one of these techniques. Whichever is best for you!