



THE POMODORO TECHNIQUE

It's easy to get sidetracked at work, we get it. Ever felt so swamped you don't even know which task to begin first, so you realize you've re-read and re-read the same email 5 times over? Yea, or how about starting a task only to get distracted by a ping on Slack about a "all team lunch" that's required?

We love this technique because Francesco Cirillo, the creator of the Pomodoro Technique essentially shifts the narrative around time as it relates to productivity - from "there's not enough" to "how can time help me?" In this technique, Cirillo's primary objectives are winning the game against time and activating our bodies and brain with the rest it needs to power through, more effectively.

The cornerstone of this technique is continuous engagement in one task for 25-minutes, only. And then, BREAK...even if for only 5-minutes. No cheating, take the break.

Give it a try, you got this.

<p>1</p> <h3>The Task</h3> <p>Select ONE (1) task and estimate how much time you need,</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>2</p> <h3>The Timer</h3> <p>Consider how many Pomodoro's you might need, i.e., how many sets of 25-min. and Set your timer</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>3</p> <h3>Times Up</h3> <p>At the end of the 25-minutes, pause and review your progress.</p> <hr/> <hr/> <hr/> <hr/> <hr/>	<p>4</p> <h3>Time to Break</h3> <p>This is the important part. Make sure you break, for at least 5-min but 20 if you can spare them.</p> <hr/> <hr/> <hr/> <hr/> <hr/>
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Side note: it's only called "Pomodoro" because the guy he created the technique used a tomato shaped kitchen timer.

Tips from Your Fav Dope Therapist

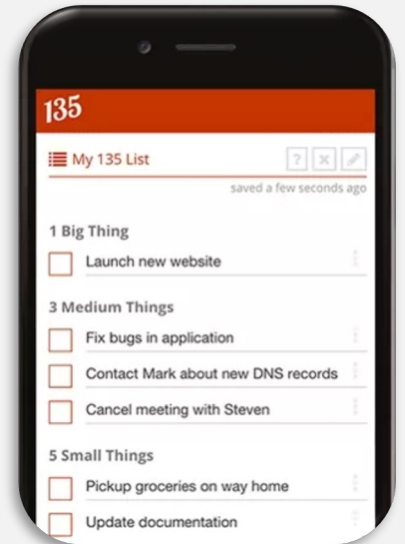
Make sure you review your progress and big up yourself for what you accomplish. Take note of how you celebrate yourself and go harder.



1 - 3 - 5 RULE

The 1-3-5 Rule is a simple time management tool aiming to ensure progress is made towards a range of tasks; from big or larger in scope tasks to smaller, perhaps more administrative tasks like daily email.

The first step is to begin by creating a list of all your tasks in a given week and group them by size/time/energy required. Begin with a big task and cycle through tasks by big, medium, and small. Also, incorporate the Pomodoro Technique and break every 25-minutes. Ahhh, we're talking about breaks again! Breaks are critical for productivity folks. Now give it a try:



One BIG Task

Three Medium Tasks

5 *small* Tasks



BATCHING

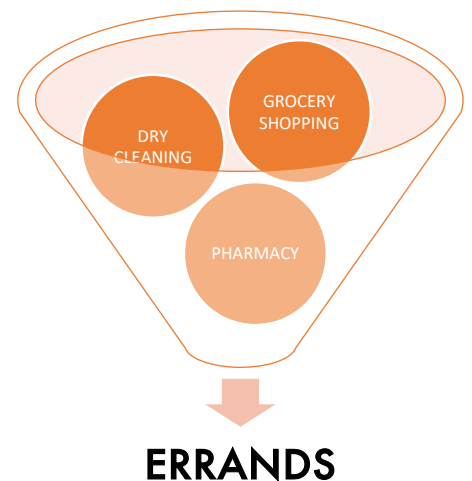
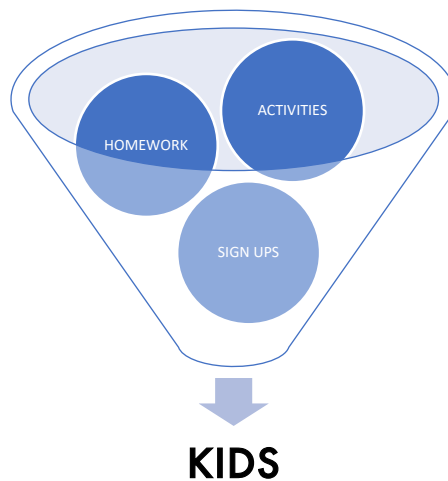
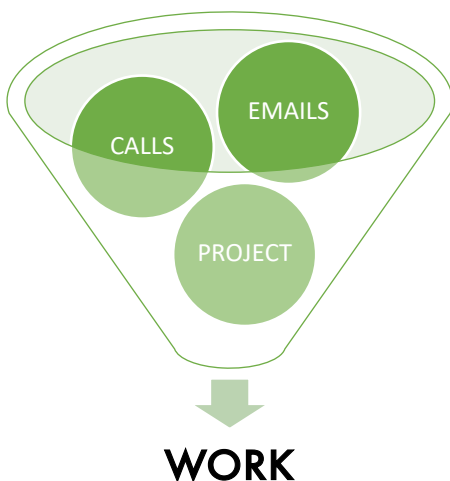
It's easy to feel like you're constantly switching gears between work, kids, chores, and quality time with each other. Batching similar tasks—like doing all household chores or running errands in one go—helps you maximize productivity and frees up more time for the things that matter most: each other.

Step 1: Identify Key Areas of Responsibility

Start by listing the main areas where you and your partner need to focus your time and energy. These can include, but are not limited to:

- Childcare (Daily Routines, Meals, Bedtime, Playtime)
- Household Chores (Laundry, Cleaning, Cooking)
- Work-Related Tasks (Emails, Meetings, Projects)
- Self-Care & Wellness (Exercise, Downtime, Sleep)
- Relationship Time (Connecting with Each Other)
- Errands (Grocery Shopping, Appointments)

Take 5-10 minutes to list these areas below:





MINI HACKS

5-Minute Gratitude Pause: Start or end the day with a quick gratitude practice. Team members take five minutes to write down or share one thing they're grateful for that day. This shift in focus fosters a positive mindset, strengthens team morale, and serves as a natural mood booster.

Benefits:

- Increases resilience by focusing on positive aspects of work or life
- Enhances team morale when shared collectively
- Supports stress reduction through a focus on gratitude

Time Blocking for Energy Management

Encourage team members to block time in their calendar for different energy levels. For instance, set aside mornings (high energy) for complex tasks and afternoons (lower energy) for administrative or routine tasks. This aligns task difficulty with natural energy patterns, helping the team work smarter, not harder.

Benefits:

- Improves productivity by matching task difficulty to energy levels
- Reduces stress by creating a structured day with purposeful focus
- Boosts morale by allowing for time to tackle tasks when team members are most energized

Check-In and Check-Out: Start and end each workday or meeting with a brief check-in or check-out. This could be as simple as a "How are you feeling today?" question. The goal is to foster a sense of connectedness and mental wellness within the team by creating space for emotional and psychological check-ins.

Benefits:

- Builds team trust and psychological safety
- Helps identify if team members are overwhelmed or need support
- Encourages open communication, reducing isolation in remote teams



MINI HACKS

The “No Meeting” Day: Designate one day each week as a "No Meeting" day. This day allows team members uninterrupted time to focus on deep work, catch up, or take a mental breather without the constant context-switching that meetings require.

Benefits:

- Increases productivity on focus-intensive tasks
- Reduces cognitive load from meeting-heavy schedules
- Boosts creativity and innovation by allowing space to think deeply

The “Done for the Day” Ritual: Encourage a short end-of-day ritual that helps team members transition from work mode to personal time. This could be as simple as writing down the top three tasks for the next day, taking a few minutes to clear their workspace, or doing a brief stretch or breathing exercise. This signals to the brain that work is complete, reducing the urge to "mentally linger" on work tasks.

Benefits:

- Reduces the mental load carried after work hours
- Helps individuals set boundaries around work and personal life
- Improves focus the following day by leaving things organized and clear