Help with time management

Pomodoro-technique

You can use this time management technique while you're working or studying. Select any one bigger project and split it into smaller pieces and in between the tasks keep short breaks.
The technique helps with concentration and keeping the working time efficient. The name Pomodoro comes from Italy and means "tomato".



Choose a task. The task can be small or big, the idea is to get started!



Concentrate for 25 minutes in the task that you chose.



Take a 5 minute break. Great, you did it!



Repeat the above steps for four times.



When you've repeated the cycle for four times, take a longer break (20-30 minutes). Go outside, eat a snack or do some exercises for example.

You can also choose a different period of time to study or work, for example 10-15 minutes. Most important is that you know you will concentrate the whole time.