

The Pomodoro Technique

by Francesco Cirillo

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

- ⁰¹ **Protect one clean 25-minute block today**

Choose a single visible outcome, put your phone away, close every optional tab, and let one uninterrupted pomodoro redefine the tone of the day.

MON TUE WED THU FRI SAT SUN

- ⁰² **Estimate a task before you start it**

Before the timer begins, guess how many pomodoros the work will require. After you finish, compare the estimate to reality. This is how the method improves planning, not just focus.

MON TUE WED THU FRI SAT SUN

- ⁰³ **Keep an interruption list beside the timer**

Every urge, reminder, message, or request gets written down instead of followed immediately. The list protects the sprint and gives you something concrete to review later.

MON TUE WED THU FRI SAT SUN

- ⁰⁴ **Take the 5-minute break seriously**

Stand up, move, drink water, and look away from the screen. Do not turn a recovery break into a tiny social-media session that keeps your mind half-engaged.

MON TUE WED THU FRI SAT SUN

- ⁰⁵ **Break oversized work into named pomodoros**

If a task feels intimidating, split it into pieces like outline, first pass, fix notes, or review. A named interval is easier to start than a vague project block.

MON TUE WED THU FRI SAT SUN

- ⁰⁶ **Review the day in completed intervals**

At the end of the day, count the pomodoros that actually happened, note where interruptions entered, and adjust tomorrow's plan from evidence rather than mood.