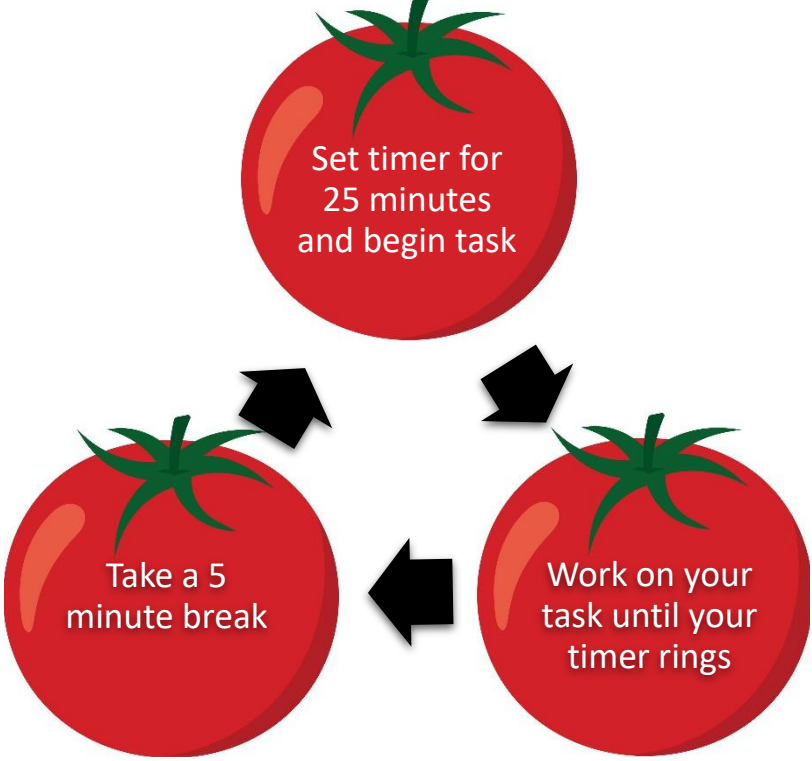


Pomodoro Method

<p>Step 1:</p> <p>Make a list of the tasks you need to complete.</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p>Step 2:</p> <p>Begin the Pomodoro Technique.</p>	
<p>Step 3:</p> <p>After completing 4 'Pomodoros' take a longer break (25 minutes).</p>	<p>Be mindful of what you do during your break. Get up and away from your workspace. Take a short walk outside, make yourself a tea or coffee, or practice mindfulness.</p>
<p>Tips and Recommendations:</p>	<ul style="list-style-type: none">• Is the work period too long or breaks too short? You can change these times to work better for you! Example: 15 minutes of on task time and 10 minutes of break time.• Ensure that your workspace is clear of distractions and that you are hydrated, have eaten recently, and have had a good night's rest!• There are many websites and apps that specifically track the pomodoro method. Use what works best for you.