

# PRODUCTIVITY For Procrastinators



LESSON 9- HOW TO USE PARKINSON'S LAW  
TO GET MORE DONE

## Lesson 9-Boosting Your Productivity With The Pomodoro Technique And Parkinson's Law

The Pomodoro Technique is a philosophy of time management that is designed to provide you with maximum focus and creative freshness, which can allow you to complete projects quicker with less mental fatigue. The process is relatively simple. For every project or task that you need to complete during the day, you budget your time into short increments, of 25 minutes, and incorporate periodic 5-minute breaks. After you've finished four periods of work with 15 minutes of break time, then you take a 15-20 minute break before starting back to work.

### **How to Use the Pomodoro Technique**

Start by choosing one task that you want to focus on. Get yourself ready by grabbing a pen and paper and a timer. Set the timer for 25 minutes and start to work on your task. Once the 25 minutes have passed, jot down your end time and mark your first period complete. Next, set the timer for 5-minutes to carefully time your break. Once your break is over, set the time for another 25-minutes and start on your next tasks. Repeat this process four times and then enjoy a longer, 15 to 20-minute break.

### **Remove Distractions**

If you want to be successful, you will need to remove all distractions before you get started. The purpose of the Pomodoro Technique is for you to focus on one task at a time without distractions that can kill your productivity.

### **Have Everything You Need**

To get the most out of this process, you need to ensure that you have gathered everything you need to complete the task for the day and place them somewhere close by. This allows you to be more effective during the process, eliminating the need for you to spend time looking for items you need to complete the task.

### **Do Not Skip the Breaks**

For you to remain focused and remain productive, you must take the breaks. When the timer goes off, stop what you're working on and take your 5-minute break. This will help you to clear your mind a bit and get it ready to focus on the next task.

### **Record Your Thoughts**

No matter how focused you are, you will always have random thoughts pop into your head. Rather than allowing these thoughts to derail your process, just jot down your thought on a piece of paper and get back to the task at hand.

## Lesson 9 -Exercises

1. At the end of the day take 5 minutes to review your notes. You can look at the list of thoughts and make a plan to tackle tasks the next day.
2. In this exercise you will need to use a timer for the entire day. To successfully utilize the Pomodoro Technique and boost your productivity, it is essential that you stay focused on your task for the entire 25-minutes. The only way the technique will work is if you remain productive for the whole of the 25 minutes.  
For the first week you will need to document how many times you fall off track (with the timer) or how many times you find yourself being NON productive during the 25 minutes.