



Manage your learning cycle – Pomodoro cycle

Online Learning – Study Guide

The Pomodoro Technique

Focused short learning cycles of 25 minutes

1. **Plan your task:** Chose the learning unit and estimate how long is required for accomplishing it. Make sure you have everything you require to accomplish it. Ex: for a 2-hour unit you need 4 Pomodoro cycles.
2. **Plan your breaks:** A 5 minute break between each learning cycle and long break of about 25 minutes every 3 to 4 cycles. It is not recommended to do more than 4 Pomodoro cycles
3. **Begin to learn:** Concentrate only on the task you defined for this Pomodoro cycle. Focus on the quality of your performance and not on your desire to finish quickly. If something jumps into your mind during the learning cycle, just write it down. Return to it when you finish all your planned learning cycles. Stop after 25 minutes even if you are not tired. Disconnect yourself from the task (get up, walk around, leave your desk). Return after the break and plunge into your studies.
4. **Do not use your mobile** – as your timer. Use any other type of timer and leave your mobile far away from your learning environment.
5. **Learning cycles** – May be different for different students, from task to task and during the day. Be flexible and adapt the cycles to your needs.