

ACE Quick Guide to the Pomodoro Technique

What is the Pomodoro Technique?

The Pomodoro Technique is a time management strategy that **breaks work into focused 25-minute sessions** – known as *pomodoros* – followed by short breaks. This approach helps make **large or daunting tasks feel more manageable** by dividing them into **smaller, time-limited chunks** (Birmingham City University, 2025).



(University of Pittsburgh, no date)

Benefits of the Pomodoro Technique

1	Improves focus and concentration, helping to reduce distractions during study time or training tasks.
2	Breaks work into manageable chunks, reducing overwhelm. This technique provides a clear and easy-to-follow structure, making tasks feel more approachable and feasible – preventing mental fatigue and burnout.
3	Reduces procrastination. The 25-minute timer creates a sense of urgency and structure!
4	Encourages regular breaks. The clear start and stop points reduce anxiety and decision fatigue.
5	Builds time awareness , teaching you how long tasks <i>really</i> take, thereby aiding future planning.
6	Supports neurodivergent learners and emotional regulation. This is useful for those with executive function challenges: you can pause without guilt, knowing you have earned the break.
7	Boosts motivation! Frequent progress markers can feel rewarding and increase momentum.

25-Minute Pomodoro Examples (for Smaller Tasks)

	Example 1	Example 2
Task Goal	"Complete my summary paragraph explaining the workplace activities I have chosen for 1.4. Apply task"	"Complete the first part of my 2.1. Discover task"
Pomodoro Activity (25 minutes)	- Go back over the notes from the meeting with my manager where we outlined appropriate activities for my Apply task. - Look at the 'summary description' on Bud and make a bullet pointed list of the information that needs to be included in the summary. - Begin writing the summary paragraph, addressing each of the points on the bullet pointed list. - Proofread my summary, checking for any spelling, punctuation or grammar errors.	- Skim through the content of the task to understand what it is I will be learning about. - Work through each section of the task, taking notes of key points and learning in my OneNote. - After working through the task and taking notes, create a mind map of what I have learnt. - Make a note of anything I am unsure of and need to conduct further research into or anything I want to ask my DLC about.
Break Activity Examples (5 minutes)	- Stand up and stretch. - Avoid screens and email — let your brain rest. - Listen to music. - Avoid switching to other "productive" work.	

2-Hour Adaptation (for Larger Tasks)



The Pomodoro Technique can be tweaked to suit larger tasks by **repeating the steps** introduced above up to 4 times. After repeating the technique for 4 rounds, a longer break should be taken.

2-Hour Pomodoro Example: Writing up my Apply task

Pomodoro Activity 1 <i>Gather relevant information from Bud</i> (25 minutes)	- Review the Apply stage instructions on Bud and make a note of the following: 1) What needs to be included in the write-up 2) The KSBs the task covers 3) How the write-up should be structured, e.g. title page, introduction, evidence, reflection, appendices. - Make a note of anything I am unsure of and, if necessary, contact my DLC for further clarification.
Break activity (5 minutes)	
Pomodoro Activity 2 <i>Create a skeleton plan</i> (25 minutes)	- On a word document, plan out the structure using the headings and subheadings recommended in the Apply stage instructions. - Underneath each heading, start making bullet points of what I am going to cover. This should also include any relevant work-based evidence I need to include, e.g. screenshots, internal communications and documentation etc.
Break activity (5 minutes)	
Pomodoro Activity 3 <i>Write the introduction</i> (25 minutes)	- Convert the bullet pointed list of things I need to include in the introduction into a paragraph. - Once I have completed my paragraph, cross reference it with the Apply stage instructions to ensure I have not missed any important information. - Proofread using Read Aloud on Word for spelling, grammar and punctuation errors.
Break activity (5 minutes)	
Pomodoro Activity 4 <i>Start writing the evidence section</i> (25 minutes)	- Using the STARRS format, begin writing up the 'situation' section, outlining the context of the situation and the issue/problem I set out to solve. - Once I have completed the 'situation' section, cross reference it with the Apply stage instructions to ensure I have not missed any important information. - Proofread using Read Aloud on Word for spelling, grammar and punctuation errors.
Longer Break (30 minutes) Example: Go for a walk, snack, or chat with someone – recharge your brain and treat yourself!	

Pomodoro Technique: Dos and Don'ts

Dos	Don'ts
• Set clear SMART goals for each Pomodoro session: e.g. "Write X words" or "Revise Y topic". • Take proper breaks: 5-minute breaks after each session, and a longer break after four sessions. • Remove distractions: e.g. silence notifications, close irrelevant tabs. • Use a timer: apps, phone alarms, or browser tools help keep you accountable. • Tailor the timing: adapt the 25/5 model to suit your concentration span (e.g. 40/10). • Combine with other methods: such as active recall or spaced repetition for study. • Communicate use with colleagues: if using the Pomodoro Technique during work tasks, make sure it fits your workflow.	• Skip breaks: the rest is vital for productivity and memory. • Multitask during a Pomodoro: focus on one task only. • Overload each session: keep it realistic; avoid setting huge goals per Pomodoro. • Treat it rigidly: it is a tool, not a rule. Adapt it if needed. • Ignore how you feel: if you are tired or overwhelmed, rest properly instead of forcing through. • Use it for passive tasks: aim for deep, meaningful work (not just checking emails). • Compare with others: your pace and concentration needs are unique. • Neglect collaboration: some tasks (e.g. group work) may need a more flexible approach.

ACE Tip:

Don't be afraid to ask for support! Whether it is your workplace mentor, manager, DLC or fellow apprentices, there is a wealth of knowledge out there. If you are struggling with a task or concept, **asking for help can save you time and help reduce overwhelm.**

Reference List

Birmingham City University (2025) *The Pomodoro Technique for Focus*. Available at: <https://www.bcu.ac.uk/exams-and-revision/time-management-tips/pomodoro-technique> (Accessed: 24 September 2026)

University of Pittsburgh (no date) *Pomodoro Technique*. Available at: <https://www.asundergrad.pitt.edu/study-lab/study-skills-tools-resources/pomodoro-technique> (Accessed: 24 September 2026)

Additional Resources

1. [Nottingham University: Pomodoro Technique](#)
2. [Pomodoro Online Timer](#)
3. [The Busy Beck: Time Management for Apprentices, Undergraduates and Postgraduates](#)



QA.com