Focus blocks

One thing, for a short set time, with a break built in.

Name _____ Date _____

Long stretches of trying to concentrate usually turn into switching between tasks and screens. Short, protected blocks work better.

How it works

1. Choose one task. Write it down.
2. Clear the decks: phone away, one window open, door shut if you can.
3. Set a timer for 25 minutes. Work only on that task.
4. If something else pops into your head, jot it on the list below and go back.
5. When the timer goes, take a real five-minute break. Stand up. Look out of a window.
6. After four blocks, take a longer break.

Block	The one task	Done?	How focused (0 to 10)
1			
2			
3			
4			
5			
6			

Things that popped into my head (to deal with later)

What pulled me away, and what would help next time

What I got done

Based on the Pomodoro Technique, developed by Francesco Cirillo.

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