



Pomodoro Technik

- 10+2
 - Prokrastationshuerde ueberwinden
 - 10 Minuten Arbeit
 - 2 Minuten Pause
 - 10 Minuten "Pain"
 - 2 Minuten "Pleasure"

- Was?
 - Zeit in Einheiten
 - 25/5
 - Nach 4 mal langer Break
 - Ähnlich 10+2

- Vorteile von Pomodoro
 - Nicht so "Straight"/erst wie 10+2
 - Hektisch
 - Man kann sich das System weiter anpassen
 - Unabhaengig

- Wie?
 - <http://www.pomodoratechnique.com/index.html>
 -  eBook PDF (kostenlos)

- Umsetzung
 - Echten Timer benutzen
 - Ticking sound
 - Task Name
 - Beispiel - Wohnung putzen XXXXXX
 - X fertige Pomodoros markieren
 - Ablenkungen
 - External Interruptions mark with -
 - Interne Ablenkungen
 - "Oh, ich muss jetzt unbedingt die Kueche aufraeumen"
 - Prokrastation
 - Kommt auf eine extra Liste
 - Abschaetzung
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 - Wenn man glaubt, dass man 6 Poms braucht, ist der Task zu "gross"
 - Es gibt auch "Unterschaetzungen"
 - Beispiel - Wohnung putzen
 - Pomodoros should be finished until the ticking alarm rings. Take the opportunity of having more time at hand to "overlearn".
 - Tasks koennen Metadaten haben (In Spalten mit angeben)

Zeiterfassung

- Pomodoros sind Zeiteinheiten
- Verweis auf About a Boy

I find the key is to think of a day as units of time, each unit consisting of no more than thirty minutes. Full hours can be a little bit intimidating and most activities take about half an hour. Taking a bath: one unit, watching countdown: one unit, web-based research: two units, exercising: three units, having my hair carefully disheveled: four units. It's amazing how the day fills up, and I often wonder, to be absolutely honest, if I'd ever have time for a job; how do people cram them in?

- Laenge
 - 25/5
 - Alle anderen Taktungen erweisen sich oft als unpraktikabel

- iPhone
 - Pomodoro
 - Mechanical Pomodoro
 - Navel Labs Pomodoro Timer

- Rules
 - A Pomodoro Consists of 25 minutes Plus a Five-Minute Break.
 - * After Every Four Pomodoros Comes a 15-30 Minute Break.
 - The Pomodoro Is Indivisible. There are no half or quarter Pomodoros.
 - If a Pomodoro is interrupted definitively - i.e. the interruption isn't handled - it's considered void, never begun, and it can't be recorded with an X
 - If an activity is completed once a Pomodoro has already begun, continue reviewing the same activity until the Pomodoro ring.
 - Protect the Pomodoro. Inform effectively, negotiate quickly to reschedule the interruption, call back the person who interrupted you as agreed.
 - If It Lasts More Than 5-7 Pomodoros, Break It Down. Complex activities should be divided into several activities.
 - If It Lasts Less Than One Pomodoro, Add It Up. Simple tasks can be combined.
 - Results Are Achieved Pomodoro after Pomodoro.
 - The Next Pomodoro Will Go Better.