

THE POMODORO TIMER & FOCUS MENU INSTRUCTIONS

DETAILED INSTRUCTIONS FOR USING THE TOOL

01 Set Up

- Choose Your “Pomodoro”: From the Focus Menu, pick your session length based on your task type —
    a. Quick Sprint (15 min): For small or low-effort tasks.
    b. Deep Focus (25 min): For concentrated creative or analytical work.
    c. Marathon (45 min): For immersive, high-focus sessions.
- Set the Timer: Commit to a single task for the chosen duration. Keep notifications off and avoid switching tasks.
- Respect the Bell: When the timer rings, take a 5-minute break — stretch, hydrate, or check messages. This scheduled “task switch” prevents burnout and maintains rhythm.
- After four Pomodoros, take a longer 15–20 minute break to reset your attention.
- Repeat the cycle to build consistent focus habits throughout your workday

02 Masterclasses

- The Attention Architect: Design The Day for Deep Work
- The Sprint Mindset: Managing Cognitive Energy
- The Zone Defense: Protecting Deep Work

03 More Tools

- PIE method Guide
- Pre Flow Ritual Recipe Cards
- Face Name Association Wall