## *Time management* *based on the* *60-60-30 work rhythm | Pomodoro Technique*

This simple time management technique allows you to alternate between periods of focused work and breaks based on pre-defined intervals.

The advantage of this approach is that it allows you to create a solid, pre-defined structure for your day. To maximize your productivity, you can also adapt it to better match your personal diurnal rhythms, regardless of whether you are a morning person or a night owl.

- Grab your personal organizer, calendar, or a piece of paper and divide your studying time into **2 chunks of 60 minutes each**. After that, schedule a 30-minute break before the start of the next 60-60-minute block.
- In the first 60-minute chunk, you should work 50 minutes and then take a 10-minute break. Plan in advance how you'd like to spend your break.
- After that, complete your second 60-minute chunk, which is then followed by a **30-minute break**. Again, make sure to plan in advance how you would like to spend your break. Ideally, you should use your break for activities that provide maximum relaxation, for example listening to music, taking a power nap, making music, meditating, taking a walk, etc. For efficient studying, it's important that you don't expose yourself to any new information during the break. You shouldn't listen to the radio or watch TV, and ideally, you shouldn't use your cell phone either.

Depending on the amount of time you have available and your energy levels, you can fit several of these 2,5-hour blocks in your day.

A variation of this method is known as the **Pomodoro Technique**. In this method, the working periods are limited to 25 minutes, with 5-minute breaks between the individual blocks. It makes sense to complete several of these cycles and only take a longer break (20–30 minutes) after 4 cycles.

Which of these 2 variants is more suitable for you depends on your personal working style and the type of work you need to get done.

**Practical tip**:

You can help yourself stay disciplined by eliminating all distractions as far as possible (turn off automatic notifications on your phone or switch it off altogether, close your door, tell your roommates that you don't want to be disturbed, etc.).



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