



Follow these tips to cultivate a productive work environment. These tips also serve as a guide to support those who experience ADHD. The **Pomodoro Method** is a time management technique that can improve focus for anyone.

- ✓ Keep a Schedule
- **Visual Reminders**
- ✓ Organize Your Work Area
- ✓ Find a Quiet Place
- **V** Block Out Distractions
- ✓ Break Up Tasks Into Smaller Items
- **V** Reward Yourself for Completing Tasks

## The Pomodoro Method

## Work for 1 Pomodoro

After Each Pomodoro take a 5 minute break

After 4 consecutive cycles, take a longer 25 minute break



25 Minutes = 1 Pomodoro