

Pomodoro Technique Daily Planner

How to Use the Pomodoro Technique

1. Choose a task you want to work on.
2. Set a timer for 25 minutes and focus only on that task (this is one Pomodoro).
3. When the timer rings, put a checkmark on your tracker and take a 5-minute break.
4. Every 4 Pomodoros, take a longer break (15–30 minutes).

Today's Tasks

Task	Priority (High/Med/Low)	Status (To Do/ Done)

Pomodoro Tracker (✓ after each Pomodoro)

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Breaks

Short Breaks Taken: ☐ ☐ ☐ ☐ Long Breaks Taken: ☐

Notes / Observations
