

# TRANSCRIPT: POMODORO TIME MANAGEMENT TECHNIQUE W/ JESSICA GALTERIO AND JULIANE KOCH

*The following transcript is a verbatim account of the video or audio file accompanying this transcript.*

## **Speaker #1:**

[Intro Music]

WGU is IT audio series, flexible, portable, profound.

## **Speaker #2 (Juliane Koch):**

Hello night owls, and welcome to another episode of the IT Audio Series. I'm Juliane Koch.

## **Speaker #3 (Jessica Galterio):**

I'm Jessica Galterio, and we are program mentors in the IT college at WGU.

## **Speaker #2 (Juliane Koch):**

Today we're going to talk about a specific time management strategy that's designed to help you focus on your schoolwork while still acknowledging that there are other things in your life going on that you need to take care of. It's called the Pomodoro method.

## **Speaker #3 (Jessica Galterio):**

Pomodoro? What does that mean?

## **Speaker #2 (Juliane Koch):**

It's an Italian word for tomato.

## **Speaker #3 (Jessica Galterio):**

Why would you name a time management strategy after a tomato?

## **Speaker #2 (Juliane Koch):**

The guy that came up with the idea was Italian. His name is Francesco Cirillo, and he called it Pomodoro or tomato because the whole thing is based on a timer. Then the timer that he was using was shaped like a tomato. But you don't have to use a timer that's shaped like a tomato. You can use anytime where you want.

First you pick a task you need to work on. This could be a chapter in the reading, a particular video or lab that you're working on or a paper that you're writing. Then you set the timer. The amount of time depends on you individually. It could be 25 minutes, it could be 60 minutes. I usually like to set my timer for 45 minutes and then work on your task while that timers ticking and here's the key. This is the most important part, nothing else, just your task. You put your phone down, you put Facebook away. You let your family know that she can't be interrupted while that timer's going.

## **Speaker #3 (Jessica Galterio):**

Wow, that's a good idea. It's definitely going to take some getting used to especially letting family members know that this is how it works and you're serious about this strategy. But the timer is a good way to let everyone know when you're done.

### **Speaker #2 (Juliane Koch):**

Exactly. My seven-year-old, he knows that if the timer's running, he can just look and see how much time is left and then he can come talk to me. He knows that right now, but he also knows when mom will be available. But he's usually pretty cool just playing with Lego until it's time.

### **Speaker #3 (Jessica Galterio):**

Perfect. Then once the timer goes off, you get to take a break, deal with the things you wanted to deal with or the things that might have momentarily distracted you, "I have to add this to the grocery list, I have to check this on my phone." Now the timer's off, you can get to that break time, do those things for about another five to 10 minutes and then start again. You don't necessarily need a traditional timer for this either. There's tons of apps available that will help you set a timer and some even make it so that your phone is locked while that timer is going on. That way, you can really make sure that you're eliminating distractions.

### **Speaker #2 (Juliane Koch):**

Great, This strategy is actually even good for things outside of studying. Many successful authors, executives, and professionals use this strategy to help them focus on the tasks they need to complete every day. I even read an autobiography from an actress who said that she was using the technique to write the book between takes onset and she has a really busy settings. I was really impressed to see that it really worked in a lot of different cases.

### **Speaker #3 (Jessica Galterio):**

Interesting. For me personally, the best thing about this is it helps me start the task and then nine times out of 10, I will keep going after that break. Usually the hardest part of any undesirable task is just getting started. Then once you have, it's easier to talk yourself into keep going.

### **Speaker #2 (Juliane Koch):**

Exactly. The strategy is great. I've tried it, it worked for me. It sounds like Jessica, you've been able to try it and it worked for you.

Listener, does this sound like a strategy that might work for you? Don't be afraid to modify it. Some people find that longer sessions with longer breaks work better for them, some, shorter sessions with shorter breaks, or some mix of both. Just be consistent and when you start a session, stick with it until that timer goes off.

### **Speaker #3 (Jessica Galterio):**

For more information about the Pomodoro method or other time management strategies, reach out to your program mentor or check out the article in the Student Success Center on time management strategies.

### **Speaker #2 (Juliane Koch):**

Thank you for listening to this episode. We'll see you next time.

### **Speaker #1:**

Schedule time with your program mentor to explore more deeply.

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