

Agenda

- 17:00-17:30 Teori
- 17:30-17:45 Spørgsmål
- 17:45-18:15 Pause
- 18:15-19:00 fra udvikler til leder med Pomodoro-teknikken

Alt indhold på de kommende slides er helt eller delvist taget fra www.pomodorotechnique.com

Aim

- Use time as a valuable ally to accomplish what we want to do, the way we want to do it, and to empower us to continually improve our work or study processes

History

- Invented by Francesco Cirillo in the early 80s, as a result of his own and fellow students ineffective study habits
 - “One day in the classroom on campus where I used to study, I watched my classmates with a critical eye, and then looked even more critically at myself: how I got myself organized, how I interacted with others, how I studied. It was clear to me that the high number of distractions and interruptions and the low level of concentration and motivation were at the root of the confusion I was feeling” (www.thepomodorotechnique.com)
- Formal definition 1992
- Taught to individuals since 1998
- Taught to teams since 1999
- Paper/book published 2006
- Free download: www.pomodorotechnique.com

Rules

- A Pomodoro consists of 25 minutes plus a five-minute break.
- After every four Pomodori comes a 15-30 minute break.
- If a Pomodoro begins, it has to ring:
 - If a Pomodoro is interrupted definitively – i.e., the interruption isn't handled – it is considered void, never begun.
 - If an activity is completed once a Pomodoro has already begun, continue reviewing the same activity until the Pomodoro rings.
- The Pomodoro is indivisible. There are no half or quarter Pomodori.
- Protect the Pomodoro. Inform effectively, negotiate quickly to reschedule the interruption, call back the person who interrupted you as agreed.
- If it lasts more than 5-7 Pomodori, break it down. Complex activities should be divided into several activities.
- If it lasts less than one Pomodoro, add it up. Simple tasks can be combined.
- Results are achieved Pomodoro after Pomodoro.
- The next Pomodoro will go better.

Step by step: Artifacts

- A Pomodoro: a kitchen timer
- A To Do Today Sheet
- An Activity Inventory Sheet
- A Records Sheet

Artifact: Activity inventory

	ACTIVITY INVENTORY	Lucy Banks
	...	
	Answer questions on thermodynamics in Ch 4	2
	Repeat laws of thermodynamics out loud to Mark	3
	Summarize laws of thermodynamics in writing	3
	Call Laura: invite her to the seminar on thermodynamics	
	Call Mark: give me my laptop back soon!	
	Call Andrew: buy tickets to concert?	
	Email Nick: how do you do ex. 2, p. 24?	
	...	

Artifact: To do Today

	TO DO TODAY	Rome, 12 July 2006 Lucy Banks Available Pomodoros: 8
	Answer questions on thermodynamics in Ch 4	<input type="checkbox"/> <input type="checkbox"/>
	Repeat laws of thermodynamics out loud to Mark	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Summarize laws of thermodynamics in writing	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	TO DO TODAY	Rome, 12 July 2006 Lucy Banks Available Pomodoros: 8
	Answer questions on thermodynamics in Ch 4	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
	Repeat laws of thermodynamics out loud to Mark	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
	Summarize laws of Thermodynamics in writing	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

Artifact: Records

Date	Time	Type of Activity	Description of Activity	Estimate	Real	Diff.
12 July 2006	10:00	Study	Answer questions on thermodynamics in Ch 4	2	2	0
12 July 2006	11:30	Repeat	Repeat laws of thermodynamics out loud to Mark	3	2	-1
12 July 2006	14:00	Summarize	Summarize laws of thermodynamics in writing	3	4	1

Stages

The process underlying the Pomodoro Technique consists of five stages:

1. Planning at the start of the day to decide on the day's activities
2. Tracking throughout the day to gather raw data on the effort expended and other metrics of interest
3. Recording at the end of the day to compile an archive of daily observations
4. Processing at the end of the day to transform raw data into information
5. Visualizing at the end of the day to present the information in a format that facilitates understanding and clarifies paths to improvement

Interruptions: internal

- Internal Interruptions – We Interrupt Ourselves
 - Make these interruptions clearly visible. Every time you feel a potential interruption coming on, put an apostrophe (‘) on the sheet where you record your Pomodoros
 - Write down the new activity on the To Do Today Sheet under Unplanned & Urgent if you think it’s imminent and can’t be put off.
 - Write it down in the Activity Inventory, marking it with a “U” (unplanned); add a deadline if need be.
 - Intensify your determination to finish the current Pomodoro

Interruptions: external

- External Interruptions – We're Interrupted by Others
 - Inform effectively
 - Negotiate quickly to reschedule the interruption
 - Call back the person who interrupted you as agreed

Interruptions

	TO DO TODAY	Rome, 12 July 2006 Mark Ross
	Write article on <i>How to Learn Music</i> (max 10 pps) X X
	Finetune <i>How to Learn Music</i> by reading it out loud	
	Condense <i>How to Learn Music</i> to 3 pps	
	UNPLANNED & URGENT	
	Order a pizza	
	Choose a bike to buy	
	Read article on learning music in Asia	
	Look for July jazz happenings in Rome on Internet	
	Check email	
	Order Chinese takeout	
	Tidy up desk drawers	
	Sharpen pencils	

Interruptions

	TO DO TODAY	Rome, 12 July 2006 Mark Ross
	Write article on <i>How to Learn Music</i> (max 10 pps)	-- X
	Finetune <i>How to Learn Music</i> by reading it out loud	
	Condense <i>How to Learn Music</i> to 3 pps	
	UNPLANNED & URGENT:	
[15.40]	Email draft of article to Luke	

Systematic interruptions

- Emails, phone calls, meetings
 - Set aside one Pomodoro a day (or more if need be) to take care of urgent interruptions
- Objectives
 - Successfully delay these Pomodoros as far as possible, downgrading the degree of apparent urgency and incrementing the extent to which these activities can be controlled and scheduled
 - Gradually cut down on the number of Pomodoros used for organizing the interruptions that come up throughout the day

Goals

- Focus and concentration
- Decision awareness
- Motivation
- Determination
- Improvement

Practice makes perfect

- At first, even getting through a single Pomodoro a day without interruptions is an excellent result, because it allows you to observe your process
- With the Pomodoro Technique, the number of Pomodoros you finish doesn't matter so much as the pathway to consistently achieving more Pomodoros

Handling Stress

- First, take a look at the situation
 - Try to understand what went wrong during the last Pomodoro
 - If necessary, reorganize activities; be open to new things to include and possible innovative strategies for pinpointing essential tasks
 - Focus on the next Pomodoro. Keep on working. Concentration and consciousness lead to speed, one Pomodoro at a time
 - The key objective is never to recover lost time, but instead to be focused on taking the next step on your chosen path, which you often - consciously - change

Sustainable Pace

- By respecting the schedule for breaks between single Pomodoros and sets of Pomodoros, you can work and study while maintaining your pace
- You'll get tired, which is only natural, but you won't become exhausted

Using Pomodoro in teams

- To synchronize or not
 - Different opinions and experiences
 - Francesco Cirillo says no
- Should team interaction be considered an interruption?
 - If not this agreement entails an additional responsibility.
 - Before I start to communicate with a team mate who's obeying his ticking clock, I need to consider if I need the answer immediately. Otherwise I might use an asynchronous communication channel, such as to send an e-mail or to pass a brief slip of paper

All day everyday?

- Francesco Cirillo says yes
- Henrik Kniberg says no: “The first thing I do is to decide if I need to be effective that day”
- My opinion: I still don’t know
 - Maybe I have not achieved sustainable pace?
 - Maybe I just don’t want to be effective all the time?
- Just doing it as an experiment is quite a wake up call

More information

- <http://www.pomodorotechnique.com/>
- <http://www.pomodoro-book.com/>

Extra



The annoying ticking

- When they start applying the Pomodoro Technique, the ticking and ringing can be annoying
- Two things happen:
 - The ticking becomes a calming sound. “It’s ticking and I’m working and everything’s fine.”
 - After a while, users don’t even hear the ring because their level of concentration is so high. In fact, not hearing the Pomodoro ring actually becomes a real problem in some cases.
- The ticking and ringing of several Pomodoros in an environment where a team is using the Pomodoro Technique isn’t considered bothersome

Ring anxiety

- Experience shows that this feeling mainly emerges in two cases:
 - Among people who are not used to self-discipline
 - Among people who are very oriented toward achieving results (Most common)

Sounds familiar?

- Sustainable pace, iterations, task break down, continuous improvement, retrospectives, inspect and adapt, activities inventory, to do today, tracking, minimizing interruptions, limiting waste....

Henrik Kniberg on Pomodoro

- *“The Pomodoro Technique is similar to Agile methods such as Scrum and XP – but at a “micro” level. It feels sort of like being a single-person team doing 25-minute iterations. The main difference is that, in Agile methods, velocity usually means how much stuff gets done per iteration. In the Pomodoro Technique, velocity means how many Pomodori get done per day. You get lots of stuff done – not by focusing on getting stuff done, but by focusing on focusing!”*