**12 Most Effective Time Management Principles**

1. Determine what is urgent
2. Don’t over commit
3. Have a plan for your time
4. Allow time for the unexpected
5. Handle things once
6. Create realistic deadlines
7. Set goals for yourself and your time
8. Develop routines
9. Focus on one thing at a time
10. Eliminate or minimize distractions
11. Outsource tasks or delegate
12. Leave time for fun and play

**Pomodoro Technique:** Frequent breaks keep your mind fresh and focused

**What is it?**  
The Pomodoro Technique is a time management philosophy that aims to provide the user with maximum focus and creative freshness, thereby allowing them to complete projects faster with less mental fatigue.

The process is simple. For every project throughout the day, you budget your time into short increments and take breaks periodically. You work for 25 minutes, then take break for five minutes.

Each 25-minute work period is called a “pomodoro”, named after the Italian word for tomato. Francesco Cirillo used a kitchen timer shaped like a tomato as his personal timer, and thus the method’s name.

After four “pomodoros” have passed, (100 minutes of work time with 15 minutes of break time) you then take a 15-20 minute break.

Every time you finish a pomodoro, you mark your progress with an “X”, and note the number of times you had the impulse to procrastinate or switch gears to work on another task for each 25-minute chunk of time.