

100 Tomatoes
in 1 Month
Workbook



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Kate & The Tending Year

My name is Dr. Kate Henry and I am a Productivity Coach who specializes in sustainable and well-being-oriented productivity. I hold an MFA in Creative Writing and a MA and PhD in Rhetoric and Composition from the University of Massachusetts Amherst. As a Productivity Coach, I guide academics and entrepreneurs to develop actionable and achievable productivity and time management practices so they can achieve short-term and long-term goals without feeling overwhelmed. In addition to my work as a Productivity Coach, I am an independent researcher and author of *Tend to It: A Holistic Guide to Intentional Productivity*.

To access more free resources similar to this guide, visit my blog, The Tending Year, at www.TheTendingYear.com/blog

To learn more about my individual coaching and group programs, visit www.KateHenry.com/work-with-me/



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100 Pomodoros in 1 Month

The Pomodoro Method is a pulse and pause approach to productivity, meaning that you do focused work for a predetermined amount of time (pulse) and then break for a predetermined amount of time (pause). The goals of using Pomodoros are to limit distraction and increase efficiency when you work and to normalize taking breaks.

The traditional way to use Pomodoros is to do four sets of 25-minute long focused work sessions that are each separated by 5-minute breaks. After 4 work sessions, you take a 15 to 30-minute break. That would look like this: (1) work for 25 minutes, break for 5 minutes, (2) work for 25 minutes, break for 5 minutes, (3) work for 25 minutes, break for 5 minutes, (4) work for 25 minutes, break for 15-30 minutes.

In order to get the most out of your Pomodoro sessions, you should predetermine a task that you can reasonably complete in a 25-minute work session. If you cannot fully complete a task in 25 minutes (which may be likely), then adjust your Pomodoro plan to "begin task X" or "complete first 1/3 of task X." It is essential that you try to focus and avoid distractions during your work session (this is part of the magic of the Pomodoro approach), so if you feel drawn to check email while you're writing a paper, ask yourself "Can it wait until this session ends?" You can use your phone or a clock as a timer, or try free apps like BeFocused or Forest or the website tomato-timer.com

The rest of this workbook includes four tips for Pomodoros, a list of journal prompts, and a printable sheet with 100 tomatoes. Every time you complete a Pomodoro cycle, color in one of the tomatoes to track your progress. If you don't have a printer, create your own colorable tomato sheet! As you color in your tomatoes throughout the month, please share photos of your sheet on Instagram and tag @thetendingyear so I can celebrate your progress with you!

You may find it helpful to track your Pomodoros by recording which tasks you complete during each Pomodoro session. Please use the last pages of the workbook for that purpose.

100 Pomodoros in 1 Month

Things to keep in mind as you Pomodoro your way through your month...

1. You do not have to use the standard 25-minute work session or 5-minute break session timing. If you prefer to work for 15 minutes or 30 minutes or 45 minutes, you can absolutely do that! If you prefer to break for 10 minutes or 15 minutes, go for it! The most important thing is that you stay focused when you are working and that you truly do take intentional breaks.
2. You can use your Pomodoros for any intentional task you want to complete. That may be research or writing, or it may be creating, exercising, cooking, practicing a language or an instrument, meditating, cleaning or tidying, or any other task where you want to stay focused and work in pulse sessions with intentional break sessions in between.
3. If you forget to set your Pomodoro timer (it happens!), you should still record your Pomodoro on your sheet. Since you know how long your standard Pomodoro work sessions are, look at how long you've been working and estimate how many Pomodoros you have completed. Please do not ignore your labor just because you may not have officially timed it! However, if you want to remember to use a timer or an app, try writing a reminder on a sticky note and attaching it to the side of your tomato sheet.
4. Finally, this is not a race! The number of Pomodoros you complete in one month is NOT reflective of your worth, skill set, or talent. If you prefer to set a personal goal of doing less than 100 Pomodoros in your month, email me at thetendingyear@gmail.com and I will create and send you a personalized version of the coloring page with the number of tomatoes you are aiming for this month.

If you want to learn more, you can read about the Pomodoro Method in my blog posts at <https://thetendingyear.com/?s=pomodoro>.

100 Pomodoros in 1 Month

Before you start your month of 100 Pomodoros, answer the following journal prompts, which are meant to help you set realistic expectations and healthy boundaries around your work and rest practices.

- What types of activities can you complete in *one* Pomodoro session (25 minutes)?
- What types of activities will require *multiple* Pomodoro sessions to complete?
- What *work* activities could the Pomodoro approach help you to complete?
- What *personal* activities could the Pomodoro approach help you to complete?
- What *potential distractions* might you run into while you're working? Brainstorm some ways to avoid these distractions (for example, putting your phone across the room while you work).
- What will you use as your timer (app, website, phone, etc.)?
- Write a list of nourishing, non-work activities you can do during your short and long breaks and display your list somewhere you'll see it, like on a sticky note on the side of your laptop screen. *Breaks are absolutely essential!*

Happy Pomodoroing!

Dr. Kate Henry

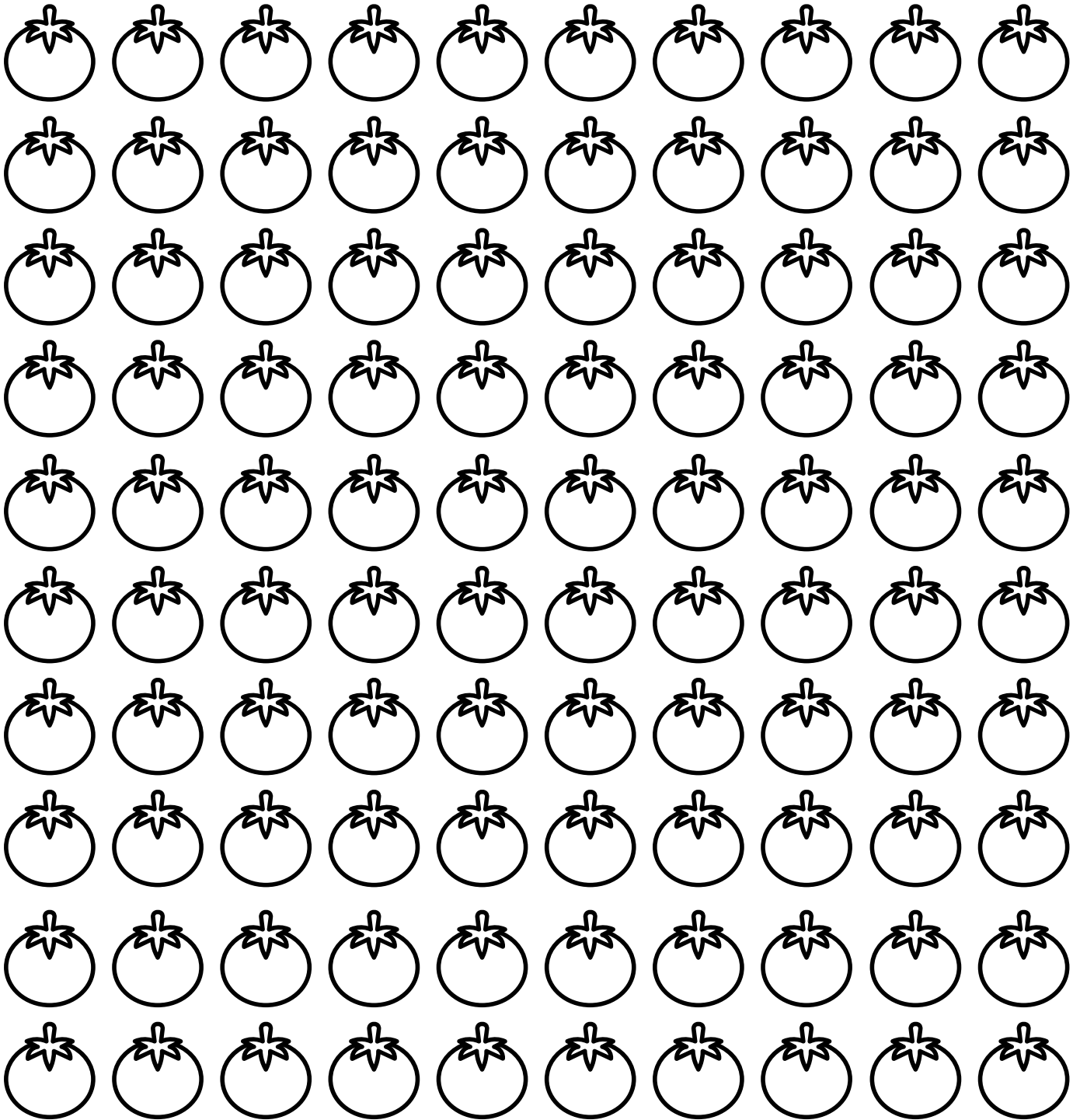
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100 Pomodoros in 1 Month

month: _____

Color in a tomato every time that you complete a Pomodoro session.

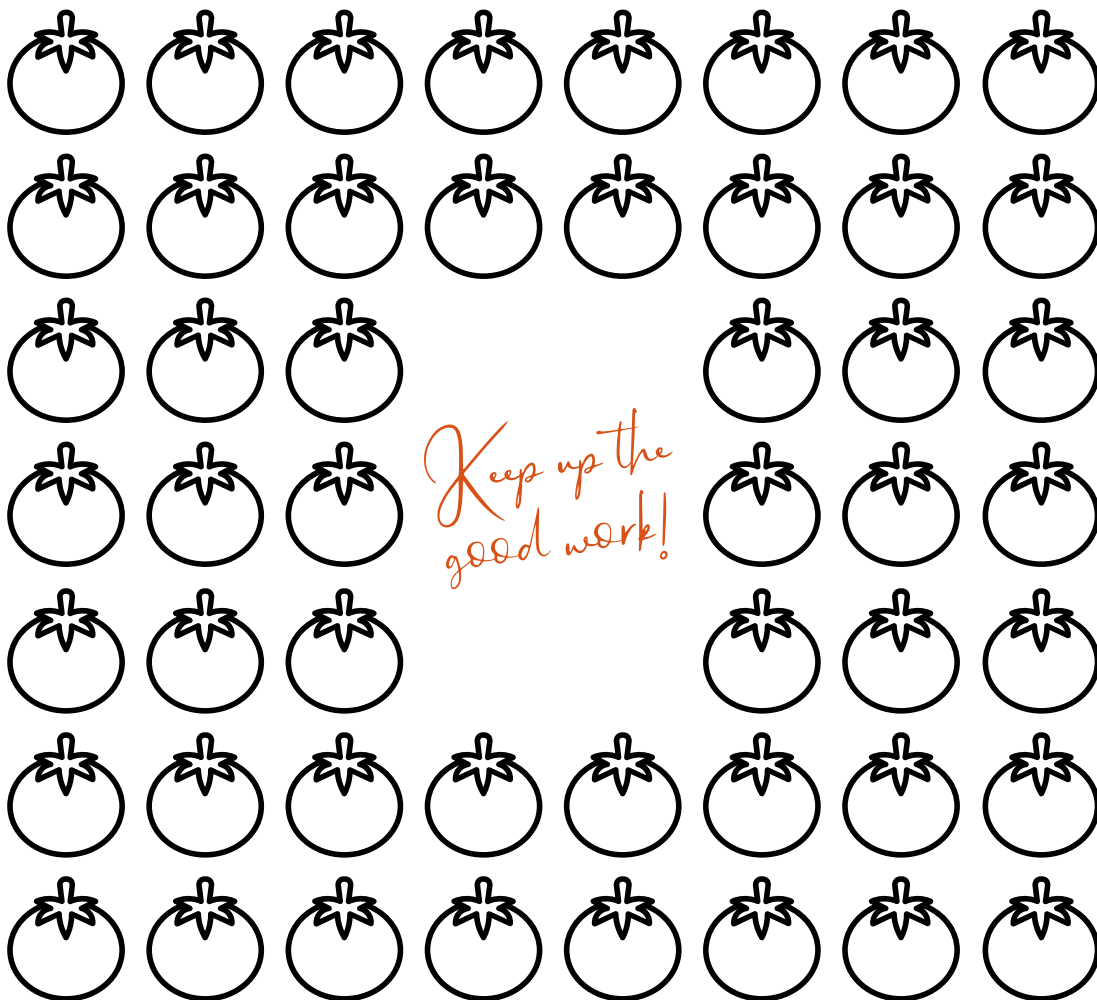
Be sure that you take a break between work sessions!



50 Pomodoros in 1 Month month: _____

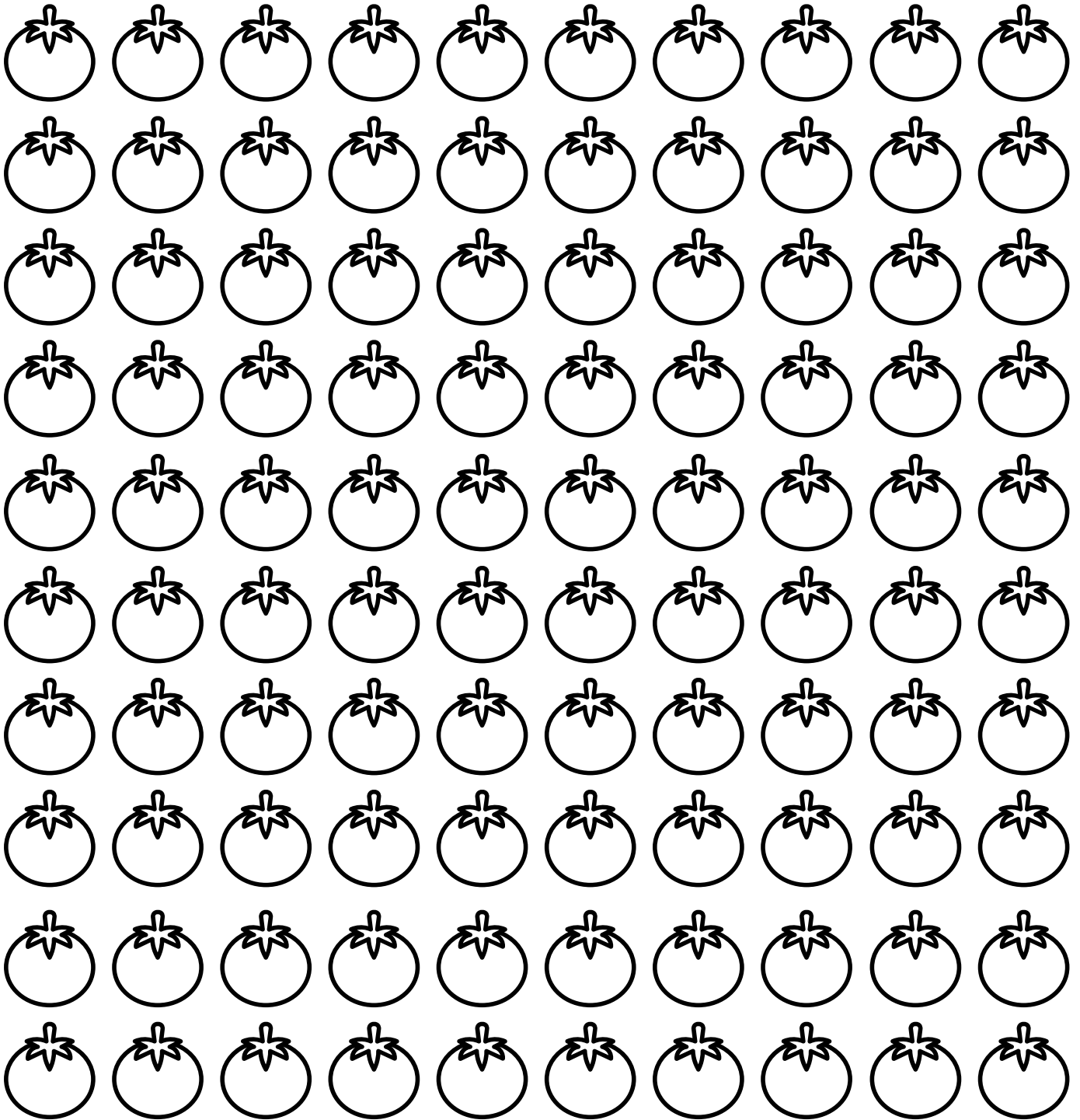
Color in a tomato every time that you complete a Pomodoro session.

Be sure to include your break!



Pomodoro in 1 Month month: _____

Fill in the line with the number of Pomodoro sessions you want to complete.
Color in a tomato every time that you complete a Pomodoro session. Leave the extra
tomatoes blank or color them in with a neutral color. Don't forget to take breaks!



100 Pomodoros in 1 Month

Optional: Use the remaining sheets to record what task you complete during each Pomodoro.

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100 Pomodoros in 1 Month

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Thanks for joining me
for 100 Pomodoros
in 1 Month!



If you want to learn more about my Productivity Coaching offerings or download other free guidebooks, please visit KateHenry.com.

Dr. Kate Henry

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