

Your First Focus Session

Set aside time for one action

Choose one task, a useful partial result, and a work interval that fits the time available. Prepare what you need, start your timer, and work on that action. When the interval ends, save your place, take the planned break, then review briefly.

Use these pages with any timer. No app or account is needed. Twenty-five minutes is an example; choose a shorter interval if that fits better. Allow room for the break and review as well as the work.

A filled example

Task: prepare a report outline. Useful result: three section headings with two supporting notes under each. First action: open the project notes and create an outline document.

- 10:00-10:25: work on the outline for 25 minutes. Park a non-urgent filing idea on paper.
- 10:25: save the document and note the next unfinished step.
- 10:25-10:30: take the planned five-minute break.
- 10:30-10:32: review for two minutes. Two sections have notes; the third still needs examples. Choose when to return to that step.

The timer ending does not mean the report is finished. The record tells you where to begin again. This is an adaptable one-session exercise, not the complete Pomodoro system.

Prepare a session that fits

Choose a result small enough to work towards in one interval. It can be a useful part of a larger task. Write the first action so starting does not require another planning session.

Check your next fixed commitment. Leave time to save your work, take a break, and review. Prepare your materials and decide how to handle interruptions. An urgent responsibility can justify pausing or ending the session.

Task and useful result

My task / the partial result I am aiming for / my first action

Time available

Work interval in minutes / intended start / latest real stop / break length and review time

Ready to begin

Materials to open or prepare / where I will park non-urgent thoughts / responsibilities I must remain available for

Keep a small record as you work

Use the first space to park non-urgent thoughts in a few words, then return to your action. Decide later whether they need a task or can be left alone.

If something urgent needs you, pause or end the session and attend to it. At the end, save your work and leave a short return note. Take your planned break before doing the fuller review on the next page.

Interruption parking

Thought or request / anything I need to revisit after this session

What time was used

Actual start and stop / pauses or interruptions worth noting

Leave a return note

What I produced / where I saved or left it / the next unfinished step

Take your break, then review

Step away from the task for the break you planned. After the break, give yourself a brief review; two minutes is enough for a few useful notes.

Compare the result with your intention. A partial result can still provide a clear next step. Decide whether to continue, return later, or stop because enough is done for now. Check your remaining time before choosing another interval. There is no session-count target to reach.

Result and expectation

What moved forward / what remains / was the intended result small and clear enough?

Conditions to adjust

What helped me begin or return / one change to the setup or interval

My next decision

Continue, return later, or stop / next action if needed / time available or next planned opportunity

Use the session with Dayprints if helpful

You can keep using paper and a timer. If you already have access to Dayprints, Sessions can keep a time record alongside your task.

Optional Dayprints walkthrough

1. Open Sessions and select one of today's planned active tasks.
2. Choose 25m when ready; the timer starts immediately. For another length, enter a custom duration, then choose Start session.
3. Work on your chosen action. Pause, resume, or choose End session when needed.
4. When the session finishes, save your place. Take your break manually outside Sessions; it does not automatically time the break.
5. Open Progress and expand Session history to find the record.

Finishing a session does not complete the task. Mark the task complete separately only when its actual finish line is met. History records elapsed session time, not completed outcomes or proof of uninterrupted focus. Keep your result and next action on this worksheet.

Read more when it helps

Use Sessions and Planning Intelligence

<https://dayprints.app/learn/use-sessions-and-planning-intelligence>

Understand estimates in Session insights

<https://dayprints.app/learn/understand-session-history>

Francesco Cirillo developed the Pomodoro Technique. For his full method, see the official site. This workbook is an independent exercise.

The Pomodoro Technique

<https://www.pomodoratechnique.com/>

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