

# Applying the Pomodoro Technique and the 4D strategy to Academic Life

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# Table Of Contents

|                                                                            |   |
|----------------------------------------------------------------------------|---|
| Applying the Pomodoro Technique and the 4D strategy to Academic Life ..... | 1 |
| Table Of Contents .....                                                    | 2 |
| Introduction.....                                                          | 3 |
| Key Skill: The Pomodoro Technique .....                                    | 4 |
| Key Skill: The 4D Strategy .....                                           | 5 |

## Introduction

In this report im going to speak about how i applied two time management techniques i learned in my Academic skills class into my daily life even though sometimes it was a slight challenge to stick to them. I will also talk about how i felt while learning them and how helpful i found them. In my academic skills class i learned alot of stuff but the category that really stuck out to me was time management and different ways i could manage my time better out of the four techniques i was shown the two i liked the most was the pomodoro technique and the 4D Strategy because to me handling time is really important to me because im a university student and sometimes is hard to keep a good schedule to balance my personal life, family life and studise. The pomodoro technique is about working for set times to focus better and the 4D Strategy helps decide which tasks are importand and which ones can be dropped or given to someoneelse. Managing my time good is really something i take seriously because i have a lot to do everyday and every second / minute really matters.

## Key Skill: The Pomodoro Technique

The pomodoro technique is working in deep focus for 25mins then you reward yourself with a break for 5 minutes after you have done that 4 times you can make the next break longer. (Todoist, no date).

In class when we first was introduced to this i was actually very quiet excited to try it out and to apply it to my daily life. Group discussions and home revision helped me grasp better understanding of the techniuie I also feel like my confidence towards the skill grew more each time i did research and used it.

How i used the technique in my life was while revising on stuff i learnt in class at home. It helped me to study better because my mind started to think to itself “okay only 25mins of focusing” that made me stop feeling being burnt out or like the work was getting longer and slowly as time went on i started to realsie i could focus better during revision and remeber stuff easier which gave me assurance that i was getting better.

At first to be honest it was difficult to sit for 25 minutes without looking at my phone and wanting to just go to check on my family memebbers for no reason. But once i actually decied to stick with it and worked my way from 10 to 25 minutes to 30 minutes i knew i noticed i could focus way better and didnt get distracted.

I would say this technique is super useful it has helped me not only with revision but other areas of my life and dealing with workload and eliminating procrastination. It also taught me how taking regular breaks during studying can maintain focus while doing work and not cause me to lose focus. Overtime it has been very evident to me that this habit has made me do task with a calmer mindset and more motivation to get the work done then a rush to finish the work and not care about the quality mindset. Completing and doing work is now easier than before.

I think this technique is really useful its helped me alot not just with study but with different areas of my life like dealing with my work load better and stopping procasination. It also showed me that is not a crime to take a break when working because before i use to be against breaks and push myself to burn out. The breaks make me feel calmer during doing work and now it actually feels easier to complete task.

## Key Skill: The 4D Strategy

The 4D Strategy – Do it, defer it, Delegate it, delete it – is just a way to help you decide what tasks need to be done going of urgency and importance sources say this is is good for trying to clear room for what's really important. (Athena, 2025).”

learning this strategy was a very good success for me and a big game changer in how I would go on to pick what things I had to complete and prioritise first thing in the morning. Peter Allen explained a few examples in class and i did my own research outside the class on online which i feel like played a big contribution and group discussions also helped. I used to think it was only for the classroom but once i started using it in everyday life i saw how useful it was.

I used this strategy for my weekly uni work and assignments and personal stuff outside of university i would write on paper and put them in the 4 Ds. The big things like assignments and revision went under do it and the smaller or things that was not urgent got defer. For personal things jobs i'd delegated them to my siblings. This strategy is definetly goood for uni students like me cause it helps reduce stress or prevents you getiing confused about what needs to be done.

To be honest i was quite surprised as i thought i would struggle and have a hard time trying to use this everyday but gradually the struggle just vanished with more practice and prioritisng imoortant thing became easier and easierr.

## Reference List

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