

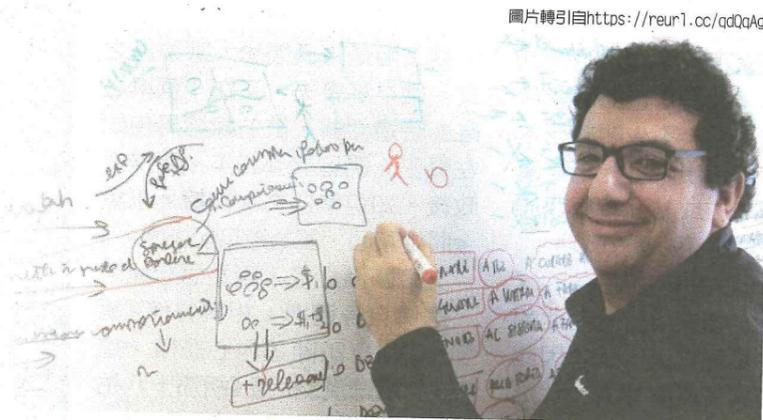
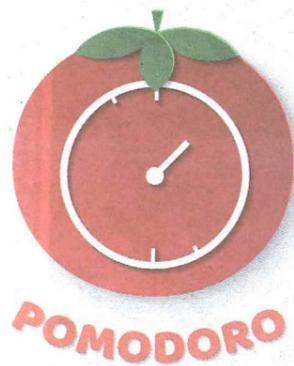


在國際地球村的趨勢下，英語成了升學、出國的必備利器，《常春藤生活英語雜誌》為使讀者可以輕鬆與外國人對話，特別推出「生活FUN學堂」，內容有生活性的實用對話、時事主題及新知，讓你輕輕鬆鬆，英語升級！

# Managing<sup>1</sup> Time with the Pomodoro Technique

## 做自己的時間管理大師——番茄鐘工作法

The Pomodoro Technique is about working smarter, not faster.



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In work, as well as in life, doing what needs to be done in order to reach our goals can be difficult. Without a good system **in place**<sup>2</sup>, it is easy to lose focus, waste time, and lose **track of**<sup>3</sup> our most important tasks. Luckily, one of the most efficient and most popular time **management**<sup>1</sup> techniques is also one of the world's simplest—the Pomodoro Technique.

The Pomodoro Technique was developed by Francesco Cirillo in the late 1980s. It uses a **timer** to **break down**<sup>4</sup> your work into 25-minute **blocks separated**<sup>5</sup> by short breaks. Each block is known as a pomodoro, the Italian word for “tomato.” Cirillo named the system after the tomato-shaped kitchen timer that he used to **track**<sup>3</sup> his work time when he was studying as a university student. He developed a habit of doing short blocks of work followed by resting periods. He **realized**<sup>6</sup> this method could help him work with time instead of struggling against it.

In 2006, Cirillo published his Pomodoro Technique **manual** for people to download free of charge. It was downloaded over two million times. **At present**<sup>7</sup>, he owns a **consulting firm** whose services are for **individuals**, companies, and schools. The technique can be **applied**<sup>8</sup> in almost all parts of our life.

### Translation

在工作和生活中，為了達成目標而執行所需要完成的事可能有難度。若沒有備妥一個好的做事方法，我們很容易就會失去專注力、浪費時間，並且無法掌握那些最重要的事務。幸好，世上最有效率且最流行的時間管理技巧之一，恰巧也是最簡單可行的一種方法，那就是番茄鐘工作法。

番茄鐘工作法是由法蘭西斯科·西里洛於1980年代後期所開發出來的。這個方法用到了計時器、將你的工作拆開成為好幾個為期25分鐘的時間區塊，當中則以短暫的休息時間相隔。每個時間區塊稱為一個pomodoro，也就是番茄的義大利文。在大學求學時，西里洛利用廚房裡一個番茄形狀的計時器來追蹤工作時間狀態，於是就用它來為這套工作法命名。他養成了短暫工作然後接著休息的習慣。他了解到這個方法可以助他配合時間來工作，而不是苦苦掙扎於其中。

2006年，西里洛出版了他的番茄鐘工作法手冊供大家免費下載。這本指南的下載量超過了兩百萬次。如今他擁有一間顧問公司，為個人、公司及學校提供服務。這套工作法則能夠運用在我們生活中的幾乎每種層面。

### Words & Phrases

單字片語

★號為全民英檢初級必背單字

- manage** [ˈmænidʒ] vt. 管理（時間、金錢等）  
**management** [ˈmænidʒmənt] n. 管理  
Sally manages her money well because she only buys necessary things.  
莎莉將錢管理得很好，因為她只買需要的東西。
- ★ **in place** 準備妥當的  
The decorations are in place for Owen's party.  
歐文生日趴的布置都已準備妥當。
- ★ **lose track of...** 跟不上 / 忘記……  
**track** [træk] n. 蹤跡 & vt. 追蹤，記錄（進度）  
Sorry I'm late. I lost track of time.  
對不起我遲到了。我沒注意到時間。  
This new book tracked the development of the fashion industry.  
這本新書記錄了時尚產業的發展。
- break down... / break...down** 拆分……  
After Ashley showed us the entire dance, she broke it down so we could learn more easily.  
艾莉許向我們示範完整套舞蹈後，將它拆解成一段段好讓我們學得更輕鬆。
- ★ **separate** [ˈsepəret] vt. 隔開，使分開  
The family members were separated from each other because of the war.  
這一家人因為戰爭而被迫彼此分開。
- ★ **realize** [ˈriəlaɪz] vt. 了解，頓悟；發現  
It took the parents a while to realize their child was missing.  
這對父母過了一陣子才發現他們的小孩不見了。
- ★ **at present** 現在，目前  
The item you want is sold out at present.  
你想要的品項目前已賣完了。
- ★ **apply** [əˈplai] vt. 運用  
Kate found a job in which she could apply her English.  
凱特找到了一個可以運用她英語能力的工作。

### Extra Words

補充字詞

- \* **technique** [tekˈnik] n. 技巧
- \* **timer** [ˈtaɪmər] n. 計時器
- \* **block** [blɒk] n. 區塊
- \* **manual** [ˈmænjʊəl] n. 手冊，指南
- \* **consulting** [kənˈsʌltɪŋ] **firm** n. 顧問公司
- \* **individual** [ˌɪndəˈvɪdʒəl] n. 個人

### You Can Do This

英文試金石

請依句意在空格內填入適當的字詞

- 凱文了解到他犯的錯時臉都紅了。  
Kevin went red when he \_\_\_\_\_ his mistake.
- 辛蒂藉由精明地管理時間，比其他人更早就完成了作業。  
By \_\_\_\_\_ her time wisely, Cindy finished her homework earlier than others.
- 有些新想法很難被運用在實際操作上。  
Some new ideas are hard to \_\_\_\_\_ in practice.