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Project Design Document

Includes the following sections.

- Overview
- Blueprint
- Learning Outcomes
- Case Study

Note

- Project Information and Goal/Blueprint grids adapted from IDOL courses.
- *Case Study template adapted from IDOL courses.*

Pomodoro Technique: Staying Focused and Mentally Refreshed

Overview

- **Purpose:** To teach legal staff how to prioritize time when working on tasks.
- **Description:** This process demonstrates to legal staff how to prioritize time management of tasks within their role at a legal office.

Project Information

Project Title	Pomodoro Technique: Staying Focused and Mentally Refreshed
Tools used in Development	Canva, H5P
Time in Development	4 hours
Client	LaBrink Legal, P.C.
Collaborators	Amber LaBrink, J.D., Alex Criswell, Instructional Designer and Subject-Matter Expert

Topic Analysis

Audience	Legal Assistants and Lawyers
Problem	The owner of the company identified their staff were having issues prioritizing time when working on important tasks.
Solution	An image was created using the Pomodoro Framework (by Francesco Cirillo) outlining the time framework. Amber would be able to explain time priorities using other project management methodologies.
Resources	<p>Cao, J. (2025). The ABCDE Method Explained: How To Use It Effectively. <i>Upbase</i>. https://upbase.io/blog/how-to-use-the-abcde-method-effectively/</p> <p>Scroggs, L. (n.d.). The Pomodoro Technique. <i>Todoist</i>. https://www.todoist.com/productivity-methods/pomodoro-technique</p>

Goal Strategy Blueprint

Lesson Strategy - Course Planning

Starting Point	Milestone 1	Milestone 2	Goal
Someone at this stage is:	Someone at this stage is:	Someone at this stage is:	Someone at this stage is:
Learner is unfamiliar with time management using the Pomodoro Technique..	Learners are able to identify each of the steps within the technique.	Learner will identify each step of each action within the technique.	Learner will be able to explain benefits of this technique in relationship to their own task.
To get to the next stage:	To get to the next stage:	To get to the next stage:	Goal Assessment
Learners will review each of the steps within the technique.	Learners will review each action that correlates to each step within the technique.	Learner will be able to verbalize the importance of the benefits of the technique.	Learner will be able to explain the all of the steps of the steps in sequential order.
Content Ideas	Content Ideas	Content Ideas	Overall Goal
			Learner will be able to apply the all of the steps of the steps in sequential order to a given task.

Learning Outcomes

Terminal Course Outcome(s)

- By the end of this training, learners will be able to apply all steps of the Pomodoro Technique in sequential order.

Learning Objectives

- Explain Pomodoro Technique.
- Recall the action steps of the Pomodoro Technique.
- Identify the steps of the Pomodoro Technique in sequential order.
- Apply the Pomodoro Technique strategy in a task simulation.

Case Study

Background – Context

LaBrink Legal, P.C. is a small legal firm in La Porte, Indiana., offering legal services in La Porte County and Northwest Indiana. The firm specializes in medical malpractice, personal injury, motor vehicle accidents, product liability, and nursing home negligence cases.

The owner, Amber LaBrink, noticed her legal assistant staff and partners were having issues with time prioritization.

Challenge

Amber was frustrated as her associates expressed they felt they were going down rabbit holes when working on client cases and often spending too many hours on a specific case, leading to feeling burnt out and missing key details that other associates were later noticing in their peer reviews.

Alex suggested that Amber use the Pomodoro Time Prioritization Framework after consultation as it is a simple method and is rated as easy to use. Amber wanted an easy time method to use as she could not afford for her staff to keep missing key details in cases.

Given Amber is of Italian descent, she loved the idea of incorporating the Pomodoro Technique into her training.

Solution

The Pomodoro Time Prioritization Framework was suggested to be used when designing the visual image. Amber wanted to ensure the staff understood the time prioritization easily and desired the content to be simple.

Results – Reflection

After the training was deployed to the learners, Amber noted an immediate 90% increase in time prioritization within the office. Case details were being caught much easier as staff felt they were not burnt out.

Amber noted her staff continually uses the technique, especially when it is around crunch time, or times of trial (court).