



# Eat That Frog

Great Ways to Stop  
Procrastinating and Get More  
Done in Less Time

- Brian Tracy





You cannot teach a  
man anything:

**You can only help  
him find it within  
himself.”**

# The First Rule

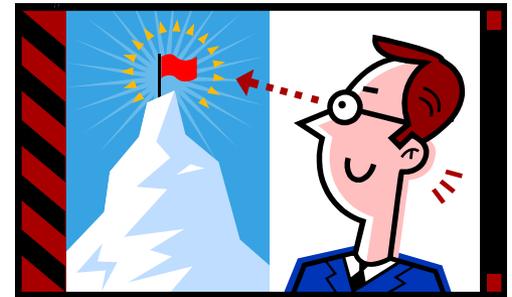
- If you have two frogs, eat the ugliest one first
- Start with the biggest, hardest and most important task first
  - Begin immediately and continue

# The Second Rule:

- If you have to eat a live frog at all, it doesn't pay to sit and look at it for very long.
- Develop the lifelong habit of tackling your major task the first thing each morning.

# Practice, Practice, Practice!

- Visualize yourself as you want to be.



# Set the table

- There is one quality that one must possess to win, and that is definiteness of purpose, the knowledge of what one wants and a burning desire to achieve it.
  - Napoleon Hill

# Setting and Achieving Goals

- Steps:
- 1. Decide exactly what you want
- 2. Write it down
- 3. Set a deadline on your goal
- 4. Make a list of everything you need to do to achieve your goal.
- 5. Organize the list into a plan
- 6. Take action on your plan immediately
- 7. Resolve to do something every single day that moves you toward your major goal

# Exercise

- List 7 Dreams/Goals
- Changing Your Life one goal at a time.

# Plan Every Day in Advance

- Planning is bringing the future into the present so you can do something about it now.
  - Alan Lakei
- Proper Prior Planning Prevents Poor Performance

# Lists- always work from one!

- Master List
- Monthly list
- Weekly list
- Daily list

# 10/90 Rule

- 10% Planning
- 90% of Time

# Apply the 80/20 Rule

- Pareto Principle-
  - 20% percent of your tasks
  - 80% of your results.
- Rule: Resist the temptation to clear up small things
- Reality: the fact is the amount of time required to complete an important job is often the same amount of time required to do an unimportant job.



# Time Management is Really Life Management

- Rule: Long-term thinking improves short-term decision making.
- Time is going to pass, so the only question is:
  - **How are You Going to Spend That Time?**

# Deadlines

- I work better under deadlines.
  - True or False
- Apply to 10/90 and 80/20 Rules

# 3 ?'s to Maximize Productivity

- What are my highest value activities?
- What can I and only I do that if done well will make a real difference?
- What is the most valuable use of my time right now?

# Priority vs. Postponement

- Priority – is something that you can do more of and sooner
- Postponement – is something that you do less of and later, if at all.
- Rule: You can get your time and your life under control only to the degree to which you discontinue lower-value activities.

# Setting Priorities

- Exercise
- List everything you have to get done tomorrow, next week, next month.

# Focus on Key Results

- Why Am I on the Payroll?
- Grade Yourself.

- 
- What one **skill**, if I developed and did it in an excellent fashion, would have the greatest positive impact on my career?

# Stretch





# Upgrade Your Key Skills

- Rule: Continuous learning is the minimum requirement for success in any field.
- Become your own Do-It-Yourself Project



# Leverage Your Special Talents

- You are a remarkable individual.
- What frogs do you most like eating?
- Focus on those areas where you have special talents. This is the key to unlocking your personal potential.

# Getting Started

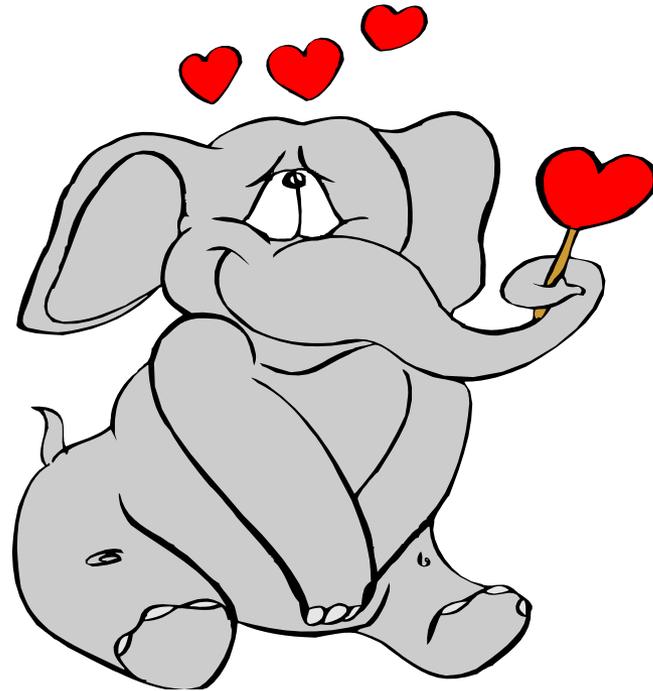
Prepare Before You Begin

- Have everything you need
- Clear off Work Surface
- Get Started
  
- The biggest enemies we have to overcome for success are not lack of ability or opportunity but, fear of failure or rejection.

# Moving Forward

- By the Yard it is Hard, but inch by inch, anything's a cinch!
- Every successful achievement or program is done, one step at a time.

# HOW DO YOU EAT AN ELEPHANT?





# Identify Your Key Constraints

- Between today and your goal you want to accomplish, there is one major constraint that must be overcome before you can achieve that major goal.

# Put the Pressure on Yourself

- The first requisite for success is the ability to apply your physical and mental energies to one problem incessantly without growing weary.
  - Thomas Edison



# Make It Happen

- “Be the change you wish to see”
  - Gandhi
- Raise the Bar
- Create Emotional Bank Accounts
  - Steven Covey 7 Habits

# Motivate Yourself Into Action

- To keep yourself motivated, you must resolve to be a complete optimist.
- 80/20 Rule on Complaints
- Learned Optimism – Martin Seligman’s study
  - Look for the good in every situation
  - Seek the value of the lesson or setback
  - Look for a solution
  - Think and talk continually about their goals

# Technology- Is It Really Your Friend?

- Yes – increases speed, efficiency, and accuracy of the transfer of data.
- No – we must learn to turn off. It can be an addiction.
- For you to stay calm, clearheaded, and capable of performing at your best, you need to detach on a regular basis.

# Time

- Schedule Blocks of Time
- If you don't schedule it, it won't happen
- Make every minute count.

# Develop a Sense of Urgency



# Self Discipline is the Key



# Eat That Frog!

- Every great achievement of mankind has been preceded by a long period of hard, concentrated work until the job was done.
- “If we all did the things we are capable of, we would astound ourselves.”  
– Thomas A. Edison
- “Look at a day when you are supremely satisfied at the end. It's not a day when you lounge around doing nothing; it's a day you've had everything to do and you've done it.”  
– Margaret Thatcher
- “The freedom to do your best means nothing unless you are willing to do your best.”  
– Colin Powell