

Book Report : “EAT THAT FROG! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time”

Ideas I liked:

Page 2: “An average person who develops the habit of setting clear priorities and getting important tasks completed quickly will run circles around a genius who talks a lot and makes wonderful plans but gets very little done.”

“It has been said for many years that if the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long.

Your “frog” is your biggest, most important task, the one you are most likely to procrastinate on if you don’t do something about it now. It is also the one task that can have the greatest positive impact on your life and results at the moment.”

I struggled with the concepts while reading this book, because I find it hard to write out my goals and objectives and then prioritize. The most important thing I took away from this book was to tackle AND COMPLETE your most important task.

What I think are the most important ways to stop procrastination:

1. Set the table – write out (or at least put in your mind!) your goals and objectives.
2. Plan every day in advance. (I still have not been able to do this exercise, but I have what I want to do the next day decided before going to bed.)
5. Practice the ABCDE Method continually:
 - A: A task that is very important – you can also break it down into A-1, A-2, etc. (visiting a key client, finishing a report)
 - B: A task you should do. (Returning an unimportant message, reviewing e-mail.)
 - C. A task that would be nice to do. (Phoning a friend, coffee or lunch with a coworker)
 - D. A task you can delegate. (You should delegate everything that anyone else can do so that you can free up more time for the A tasks that only you can do.)
 - E. A task you can eliminate. (Tasks that were important at one time but are no longer relevant to yourself or anyone else)
6. Prepare thoroughly before you begin: Proper prior preparation prevents poor performance.
12. Take it one oil barrel at a time. You can accomplish the biggest and most complicated job if you just complete it one step at a time.

16. Practice creative procrastination: Since you can't do everything, you must learn to deliberately put off those tasks that are of low value so that you have enough time to do the few things that really count.
18. Slice and dice the task: Break large, complex tasks down into bite-sized pieces.....
21. Single handle every task: Set clear priorities, start immediately on your most important task, and then work without stopping until the job is 100 percent complete.

Just do it! Eat that frog.