



Eat That Frog
by
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Eat That Frog !



- ◆ Eat That Frog is a simple method to prioritize your work. Simply put, evaluate what needs to be done, prioritize, and then don't stop till you finish the most important one.
- ◆ Brian Tracy has explained this in 21 Great Ways to stop procrastinating and get more done in less time.
- ◆ In this presentation, we will be covering few of these points.

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.

- ◆ A great rule of success is **THINK ON PAPER**
- ◆ One of the worst uses of time is to do something very well which need not be done at all

Set the table



- a. Decide exactly what you want.
- b. Write it down.
- c. Set a deadline on your goal.
- d. Make a list of all substeps.
- e. Organize the list into a plan.
- f. Take action on the plan immediately.
- g. resolve to do something every day that moves you towards your goal.

Plan every day in advance



- ◆ Planning is bringing the future to the present so that you can do something about it now.
- ◆ Taking action without thinking things through, is the prime source of problems.

Plan every day in advance



Proper Prior Planning Prevents Poor Performance.

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

Apply the 80/20 rule to everything



We have enough time if use it alright.

- Pareto principle 80/20
- Resist the temptation to clear up small things first.

Time management = Life management.

So if you have a list of ten items to do, two of those items will turn out to be worth five or ten times or more than the other eight items put together.

Consider the consequences



Every great man become great, every successful man has succeeded in proportion as he has confined his poweres to one particulare channel

One should ask, what is the most valuable use of time right now?

Long term thinking improves short-term decision making. Future intent influences and often determines present actions.

Failures do what is "tension relieving", while winners do what is "goal achieving".

Practice the ABCDE method continually

- ◆ Make time for getting big tasks done every day.
- ◆ Plan your daily workload in advance.
- ◆ Single out the relatively few small jobs that absolutely must be done immediately in the morning.
- ◆ Then go directly to the big tasks and pursue them to completion.

Practice the ABCDE method continually

You can get your time and your life under control only to the degree to which you discontinue the lower value activities.

A = must do tasks

B = should do tasks

C = nice to do tasks

D = delegate tasks

E = eliminate tasks

Focus on key result areas

The first law of success is concentration – to bend all the energies to one point, and to go directly to that point, looking neither to the right nor to the left.

- Why am I on the payroll?
- Your weakest key result area sets the height at which you can use all your other skills and abilities.

Obey the law of forced efficiency

When every physical and mental resource is focused, one's power to solve a problem multiplies tremendously.

“There is never enough time to do everything, but there is always enough time to do the most important thing”

Prepare thoroughly before you begin

Do what you can with what you have and where you are

- ◆ Three core tasks that you perform contain most of the value that you contribute your business or organisation. Your ability to accurately identify these three key tasks and then to focus on them most of the time essential for you to perform your best.

It is the quality of time at work that counts and it is the quantity of time at home that matters.

Take it one oil Barrel at a Time

Persons with comparatively modeate powers will accomplish much if they apply themselves wholly and indefatigably to one thing at a time.

By the yard it is hard, but inch by inch, anything is a clinch!

A great life or great career is built by performing one task at a time, quickly and well and then going on to the next task.

Upgrade your key skills

"Continuous learning is the minimum requirement for success in any field."

Learn what you want to learn so that you can do your work in an excellent fashion

A major reason for procrastination is the feeling of inadequacy, lack of confidence or an inability in a key area of a task.

Upgrade your key skills

Three Steps to Mastery

- a. read in your field for at least one hour every day.*
- b. attend course and seminar for improving your skills.*
- c. Know and listen to the top professions in your field and understand and learn more every day in your field.*

Eat That Frog



The key to Happiness, satisfaction and great success in life and in work is the use of time effectively and efficiently.

Thank You