

Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time

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It's time to stop procrastinating and get more of the important things done! After all, successful people don't try to do everything. They focus on their most important tasks and get those done. They eat their frogs.

There's an old saying that if the first thing you do each morning is eat a live frog, you'll have the satisfaction of knowing you're done with the worst thing you'll have to do all day. For Tracy, eating a frog is a metaphor for tackling your most challenging task-but also the one that can have the greatest positive impact on your life.

Eat That Frog! shows you how to organize each day so you can zero in on these critical tasks and accomplish them efficiently and effectively. The core of what is vital to effective time management is: decision, discipline, and determination. And in this fully revised and updated edition, Tracy adds two new chapters. The first explains how you can use technology to remind yourself of what is most important and protect yourself from what is least important. The second offers advice for maintaining focus in our era of constant distractions, electronic and otherwise.

This life-changing book will ensure that you get more of your important tasks done today. Brian Tracy is chairman and CEO of Brian Tracy International. As a keynote speaker and seminar leader, he addresses more than 250,000 people each year. He is the bestselling author of more than eighty books that have been translated into dozens of languages. He has served as a consultant and trainer to more than 1,000 corporations and more than 10,000 medium-sized enterprises in more than seventy-five countries. The legendary productivity expert shows how getting things done leads to mental rewards that can take us to great heights in our lives. Tracy's ability to collect the best productivity ideas is only part of his genius. Besides displaying his inimitable tone and impeccable pacing, the audio is another showcase for his palpable optimism about individual possibilities. The sound of Tracy's voice doesn't just bring his ideas--it makes you want to put them into action. Anchored in the idea that doing the hard task first (frog eating) makes the rest of the day more productive, the program is a tidy overview of Tracy's best thinking on time management and life organization. T.W. AudioFile 2007, Portland, Maine-- Copyright AudioFile, Portland, Maine

Other Books

The Happy, Healthy Nonprofit. Steer your organization away from burnout while boosting all-around performance The Happy, Healthy Nonprofit presents realistic strategies for leaders looking to optimize organizational achievement while avoiding the common nonprofit burnout. With a uniquely holistic approach to nonprofit leadership strategy, this book functions as a handbook to help leaders examine their existing organization, identify trouble spots, and resolve issues with attention to all aspects of operations and culture. The expert author team walks you through the process of building a happier, healthier organization from the ground up, with a balanced approach that considers more than just quantitative results. Employee wellbeing takes a front seat next to organizational performance, with clear guidance on establishing optimal systems and processes that bring about better results while allowing a healthier work-life balance. By improving attitudes and personal habits at all levels, you'll implement a positive cultural change with sustainable impact. Nonprofits are driven to do more, more, more, often with fewer and

fewer resources; there comes a breaking point where passion dwindles under the weight of pressure, and the mission suffers as a result. This book shows you how to revamp your organization to do more and do it better, by putting cultural considerations at the heart of strategy. Find and relieve cultural and behavioral pain points Achieve better results with attention to well-being Redefine your organizational culture to avoid burnout Establish systems and processes that enable sustainable change At its core, a nonprofit is driven by passion. What begins as a personal investment in the organization's mission can quickly become the driver of stress and overwork that leads to overall lackluster performance. Executing a cultural about-face can be the lifeline your organization needs to thrive. The Happy, Healthy Nonprofit provides a blueprint for sustainable change, with a holistic approach to improving organizational outlook.

?, ?, ?, ?, ? . Peter Bregman, 18 Minutes: FindYour Focus, Master Distraction, and Get the Right Things Done , (New York: Business Plus, 2011). 6. Brian Tracey, Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time (San ..."