

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

Principle 1: Set the Table	<ul style="list-style-type: none"> <li>Be clear on the quantifiable outcome that you want (Actions create clarity)</li> <li>Remove vagueness from all areas of your life</li> <li>Stop listening to others who directly/directly tell you how to live your life. Only you know what is best for yourself and your contribution</li> </ul>
Principle 2: Plan Each Day in Advance	<ul style="list-style-type: none"> <li>Use tasks list or a software like Trello or Asana to sequence and manage your day</li> <li>Organize based on highest and best use and fastest route to your desired outcome</li> <li>Plan the next day at the end of the current day</li> </ul>
Principle 3: Apply the 80/20 Rule	<ul style="list-style-type: none"> <li>20% of your activities will account for 80% of your results</li> <li>Time, Energy, Resources</li> </ul>
Principle 4: Consider the Consequences	<ul style="list-style-type: none"> <li>Develop long-range thinking</li> <li>Increase your level of awareness</li> <li>Know that everything has cause and effect</li> </ul>
Principle 5: Practice the ABCDE Method Continually	<ul style="list-style-type: none"> <li>"A" = very important, highest outcome, short and long term</li> <li>"B" = you should do that has mild consequences</li> <li>"C" = nice to do but there are no consequences</li> <li>"D" = something that you can delegate to someone, which frees up time for you to work your A.</li> <li>"E" = something you can eliminate because it makes not difference at all.</li> </ul>
Principle 6: Focus on Key Result Areas	<ul style="list-style-type: none"> <li>What do you bring to the table?</li> <li>What can you pass on to others to do?</li> </ul>
Principle 7: Obey the Law of Forced Efficiency	<ul style="list-style-type: none"> <li>You can only do one thing at a time and you only get 24 hours in each day</li> <li>What is the most valuable use of your time, right now</li> </ul>
Principle 8: Prepare Thoroughly Before You Begin	<ul style="list-style-type: none"> <li>Create a workspace that you'll enjoy working in and which bring out the highest level of productivity in you</li> </ul>
Principle 9: Do Your Homework	<ul style="list-style-type: none"> <li>Learn what you need to do take action</li> <li>Practice Kaizen in all areas of your craft</li> </ul>
Principle 10: Leverage Your Special Talents	<ul style="list-style-type: none"> <li>Identify your unique skills and commit yourself to becoming good in these areas</li> </ul>
Principle 11: Identify Your Key Constraints	<ul style="list-style-type: none"> <li>What is holding you back in things, people situations?</li> </ul>
Principle 12: Take it One Oil Barrel at a Time	<ul style="list-style-type: none"> <li>Take the first step</li> <li>Break down into smaller steps</li> <li>Actions create clarity</li> </ul>
Principle 13: Put Pressure on Yourself	<ul style="list-style-type: none"> <li>Be a leader, someone who can work without supervision</li> <li>While it is good to have accountability you also need to develop self-accountability</li> </ul>
Principle 14: Maximize Your Personal Powers	<ul style="list-style-type: none"> <li>Physical, mental, and emotional energies make up your personal performance and productivity so guard and nurture your energy level.</li> </ul>
Principle 15: Motivate Yourself Into Action	<ul style="list-style-type: none"> <li>Learn what motivates you and use these aspects as tools</li> </ul>
Principle 16: Practice Creative Procrastination	<ul style="list-style-type: none"> <li>Everyone procrastinates but if you're going to do it, do it on something that is still going to move you forward.</li> </ul>
Principle 17: Do the Most Difficult Task First	<ul style="list-style-type: none"> <li>You have more energy and willpower in the start.</li> </ul>
Principle 18: Slice and Dice the Task	<ul style="list-style-type: none"> <li>Take a project and break it down to multiple tasks, focusing on one task at a time</li> </ul>
Principle 19: Create Large Chunks of Time	<ul style="list-style-type: none"> <li>Block the time in your schedule</li> <li>If you don't take control of your time, others will do it for you</li> </ul>
Principle 20: Develop a Sense of Urgency	<ul style="list-style-type: none"> <li>Flow state</li> <li>Adjust your ideologies surrounding urgency</li> </ul>
Principle 21: Single Hand Every Task	<ul style="list-style-type: none"> <li>Practice focus of will and doing only one thing at a time till completion</li> <li>Block your times</li> <li>Practice the Pomodoro technique</li> </ul>