

## Book Summary

Eat That Frog : 21 Ways To Stop Procrastinating

21 Great Ways To Stop Procrastinating And Get More Done In Less Time 3E

Brian Tracy

- 1. Set the table.**
  - a. Decide exactly what you want.
  - b. Set deadlines for your goals.
  - c. Take action on your plan immediately.
- 2. Plan daily in advance.**
  - a. Every minute spent in planning saves as many as 10 minutes in execution.
  - b. Remember the 6P formula:
    - i. Proper Prior Planning Prevents Poor Performance.
- 3. Apply the 80/20 rule.**
  - a. 20% of your activities account for 80% of your results.
  - b. Focus on completing that 20% first.
- 4. Consider the consequences of your tasks.**
  - a. Long term thinking improves short term decision making.
- 5. Practice the ABCDE method.**
  - a. A = Tasks that you must do.
  - b. B = Tasks you should do.
  - c. C = Tasks that would be nice to do.
  - d. D = Tasks you can delegate.
  - e. E = Tasks you can cut from your list.
- 6. Focus on key result areas.**
  - a. Areas of work for which you are completely responsible and others are dependent on your output.
  - b. Complete them asap.
- 7. Obey the law of forced efficiency.**
  - a. There is never enough time to do everything but there is always time to do the most important thing.
- 8. Prepare thoroughly before eating.**
  - a. You can get things done faster by having everything you need at hand before you begin a task.
- 9. Do your homework.**
  - a. Become a lifelong student of your craft to be successful.
  - b. Keep practicing.

**10. Use your special talents.**

- a. Focus most of your efforts on the key tasks that play to your strengths.

**11. Identify your key constraints.**

- a. Find out the limiting factors that hold you back in achieving your goals.
- b. Put all your efforts into removing these factors.

**12. Take things one step at a time.**

- a. Don't try to rush.
- b. Take one step at a time.
- c. This will allow you to clearly see the step ahead.

**13. Put the pressure on yourself.**

- a. Try to complete work on your own, without any supervision.
- b. Set higher standards for yourself than set by others for you.

**14. Maximize your personal powers.**

- a. Find ways to optimize your physical, mental and emotional energies daily.

**15. Motivate yourself into action.**

- a. 95% of positive and negative emotions are determined by how you talk to yourself.

**16. Practice creative procrastination.**

- a. Put off doing small useless tasks and focus on big useful tasks, instead.

**17. Do the most difficult task first.**

- a. You will have more focus and energy when you tackle difficult tasks first.

**18. Slice and dice the task.**

- a. Break the task into smaller and manageable tasks.

**19. Create large chunks of time.**

- a. Aim to work on important pieces at scheduled times, without any breaks.

**20. Develop a sense of urgency.**

- a. Aim to complete the work by getting on with it quickly and getting it done fast, by focusing on action.

**21. Single handle every task.**

- a. Focusing single mindedly on a single task can reduce its completion time by 50%.