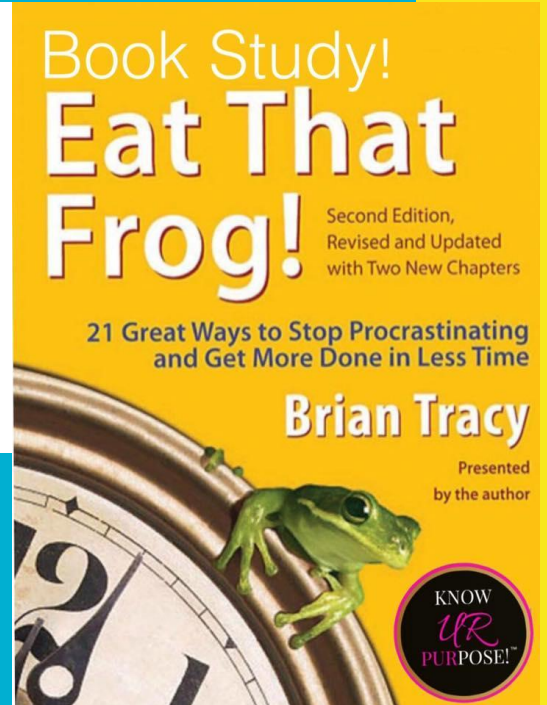


Eat That Frog!

#eatingfrogsonpurpose

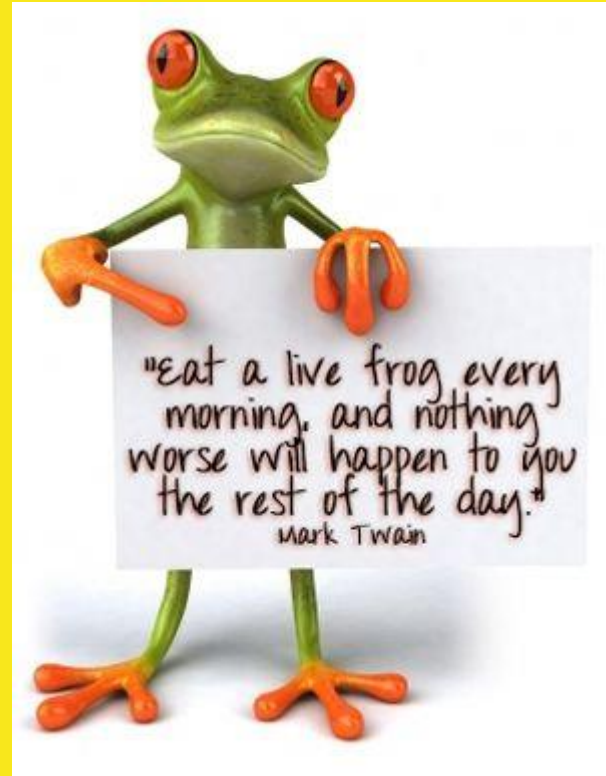


MEET THE YOUNG'S



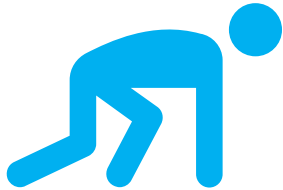
Brian Tracy

“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.”



#eatingfrogonpurpose

I am literally
swamped with



- Personal responsibilities
- Loads of laundry...clean and dirty
- Projects with deadlines approaching
- Paperwork
- Emails

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“If you have to eat two frogs, eat the ugliest one first!”

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Which of these
frogs is the
ugliest?



- Calling back an irate parent
- Responding to an email from an unhappy parent
- Completing paperwork to input grades
- Meeting with an administrator about an event.

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LET'S TAKE ACTION!

What is your “frog?”

What is the one task that you despise doing each day?

Once you have chosen your “frog” make it a habit to wake up every morning and do that
_____ task first.

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Typical Day in Education



- 200 Emails in your inbox
- 4 voicemails
- 4 meetings
- A crying child
- 2 discipline issues
- Can't find your keys

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ABCDE Method

Make list of everything you have to do in the course of the day.

A = activity with serious potential consequences

B = something that it would be nice to do with mild consequences, but not as serious as A

C = fun to do, but it has no consequences

D = delegate

E = eliminate [#eatingfrogsonpurpose](#)

“What can I and only I do
that if done really well, will
make a real difference?”

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ABCDE Method

Make list of everything you have to do in the course of the day.

A2 Get the boys to school

A1 Spend time with God

A3 Write two mid-term essays

A4 Read *How to Think Theologically* -
4 chapters

B Have lunch with my Work BFF

C Attend my cousin's football game

D Update Eventbrite with new pricing
for the conference

E Read the 3 magazines from the last 3
months

Overcome Procrastination

Simple ideas to practice over and over until they become automatic.

1. **Plan** and organize your day in advance. Set **priorities**.
2. **Repeat** over and over “**Do it now. Do it now. Do it now.**”
3. **Keep** saying, “**Back to work, back to work, back to work.**”
4. **Use** the **Pareto Principle**. 20% of the task accounts for 80% of the value of the task.

What is the most valuable
use of my time right now?

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When is my most valuable time?

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“If you have to eat a live frog at all,
it doesn't pay to sit and look at it
for very long.”

Adrienne Young

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👥 “You GROW Girl”

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