



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

By Brian Tracy

# Book summary & main ideas

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## Summary:

**Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time** by Brian Tracy is a book about how to become more productive. The title comes from the old saying, "If you have to eat a frog, do it first thing in the morning." This means that if you have an unpleasant task ahead of you, get it out of the way as soon as possible so that you can move on with your day. In this book, Tracy outlines 21 strategies for overcoming procrastination and becoming more productive.

The first strategy is to set clear goals for yourself. By setting specific goals and writing them down, you will be able to

focus on what needs to be done and stay motivated throughout the process. He also suggests breaking large tasks into smaller ones so they are easier to manage.

Additionally, he recommends prioritizing tasks based on importance or urgency so that important tasks don't get pushed aside.

Tracy also emphasizes the importance of taking breaks throughout your workday in order to recharge and refocus your energy levels. He encourages readers not only take regular breaks but also use those times wisely by engaging in activities such as exercise or meditation which can help improve productivity when returning back to work.

Other strategies include learning how best utilize technology tools available today such as email filters or calendar reminders; delegating tasks whenever

possible; avoiding distractions like social media; using positive self-talk; focusing on one task at a time instead of multitasking; planning ahead for potential problems; rewarding yourself after completing difficult tasks; and finally being flexible with plans since life often throws unexpected curveballs.

Overall *Eat That Frog!* provides practical advice for anyone looking for ways increase their productivity while reducing stress levels associated with procrastination. With its easy-to-follow steps backed up by research findings, this book offers valuable insight into how we can all become better organized individuals who make better use of our time each day.</p></div>

Main ideas:

**#1. *Set Priorities: Identify the most important tasks that need to be***

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***completed and prioritize them in order of importance. This will help you focus on the most important tasks first and ensure that you are making the most of your time.***

Setting priorities is an essential part of time management. It helps you to focus on the most important tasks first and ensure that you are making the most of your time. To set priorities, you need to identify the tasks that need to be completed and rank them in order of importance. This will help you to focus on the most important tasks first and ensure that you are making the most of your time.

When setting priorities, it is important to consider the urgency and importance of each task. Urgent tasks are those that need to be completed immediately, while important tasks are those that have a long-term impact. It is important to

prioritize tasks based on both urgency and importance. For example, a task that is both urgent and important should be given a higher priority than a task that is only important but not urgent.

Once you have identified and prioritized the tasks that need to be completed, it is important to stick to your plan. This will help you to stay focused and ensure that you are making the most of your time. It is also important to review your priorities regularly to ensure that they are still relevant and that you are still making the most of your time.

**#2. *Take Action Immediately:***  
***Don't wait to start a task, take action immediately and get it done. This will help you stay focused and motivated to complete the task.***

Taking action immediately is a great way

to stay focused and motivated to complete a task. When you have a task to do, don't wait to start it. Instead, take action right away and get it done. This will help you stay on track and make sure you don't get sidetracked or distracted. It will also help you stay motivated and focused on the task at hand. Taking action immediately will help you get the job done faster and more efficiently.

Taking action immediately can also help you stay organized and on top of your tasks. When you take action right away, you can keep track of what needs to be done and when it needs to be done. This will help you stay organized and make sure you don't miss any deadlines or important tasks. Taking action immediately will also help you stay motivated and focused on the task at hand.

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to stay focused and motivated to complete a task. It will help you stay organized and on top of your tasks, and it will help you get the job done faster and more efficiently. So don't wait to start a task, take action immediately and get it done.

***#3. Make a List: Make a list of all the tasks that need to be completed and prioritize them in order of importance. This will help you stay organized and focused on the most important tasks.***

Making a list is a great way to stay organized and focused on the most important tasks. Start by writing down all the tasks that need to be completed, and then prioritize them in order of importance. This will help you to focus on the most important tasks first, and then work your way down the list. It will also help you to stay on track and avoid procrastination. By making a list, you can also keep track of



your progress and make sure that you are staying on top of all your tasks.

Making a list can also help you to break down large tasks into smaller, more manageable tasks. This will make it easier to focus on one task at a time and make sure that you are completing each task in a timely manner. Additionally, it can help to keep you motivated and on track, as you can easily see the progress you are making.

Overall, making a list is a great way to stay organized and focused on the most important tasks. It can help you to break down large tasks into smaller, more manageable tasks, and keep track of your progress. Additionally, it can help to keep you motivated and on track, as you can easily see the progress you are making.

**#4.      *Set Deadlines: Set deadlines for***

***yourself to ensure that tasks are completed on time. This will help you stay motivated and focused on completing the task.***

Setting deadlines for yourself is an effective way to stay motivated and focused on completing tasks. It can help you break down large tasks into smaller, more manageable chunks, and it can also help you prioritize tasks and focus on the most important ones first. Deadlines can also help you stay on track and prevent procrastination. By setting a deadline for yourself, you are creating a sense of urgency and a goal to work towards. This can help you stay focused and motivated to complete the task in a timely manner.

When setting deadlines, it is important to be realistic and to give yourself enough time to complete the task. It is also important to break down large tasks into

smaller, more manageable chunks and to prioritize tasks. This will help you stay focused and motivated to complete the task on time. Additionally, it is important to reward yourself for meeting deadlines. This will help you stay motivated and focused on completing tasks in the future.

***#5. Break Tasks into Smaller Steps: Break down large tasks into smaller, more manageable steps. This will help you stay focused and motivated to complete the task.***

Breaking down large tasks into smaller, more manageable steps is a great way to stay focused and motivated to complete the task. It can be difficult to stay motivated when faced with a large, daunting task. By breaking it down into smaller steps, it becomes easier to stay on track and make progress. Additionally, breaking down tasks into smaller steps

can help you identify any potential roadblocks or challenges that may arise. This can help you plan ahead and be better prepared to tackle any issues that may arise. Breaking down tasks into smaller steps can also help you stay organized and prioritize your tasks. This can help you stay focused and make sure that you are completing the most important tasks first.

Overall, breaking down tasks into smaller steps is a great way to stay focused and motivated to complete the task. It can help you stay organized, identify potential roadblocks, and prioritize your tasks. By breaking down tasks into smaller steps, you can make sure that you are making progress and completing the most important tasks first.

**#6. *Take Regular Breaks: Take regular breaks throughout the day to***

***help you stay focused and motivated.  
This will help you stay productive and  
get more done in less time.***

Taking regular breaks throughout the day is an important part of staying productive and getting more done in less time. Breaks give you a chance to step away from your work and clear your head, allowing you to come back to it with a fresh perspective. They also give you a chance to take a few moments to relax and recharge, which can help you stay focused and motivated.

When taking breaks, it's important to make sure that they are regular and consistent. This will help you stay on track and ensure that you don't get too overwhelmed or burned out. It's also important to make sure that your breaks are meaningful and that you use them to do something that will help you relax and recharge. This could be anything from taking a walk, reading a

book, or even just taking a few moments to meditate.

By taking regular breaks throughout the day, you can help yourself stay productive and get more done in less time. This will help you stay focused and motivated, and it will also help you avoid feeling overwhelmed or burned out. So make sure to take regular breaks throughout the day and use them to relax and recharge.

***#7. Eliminate Distractions: Eliminate distractions such as social media, emails, and phone calls to help you stay focused and productive.***

Eliminating distractions is an important step in becoming more productive and achieving your goals. By eliminating distractions such as social media, emails, and phone calls, you can focus on the task at hand and get more done in less time.

This will help you stay on track and avoid procrastination. It can also help you stay focused and motivated, as you won't be constantly interrupted by notifications or calls. Additionally, it can help you stay organized and prioritize tasks, as you won't be wasting time on unnecessary distractions. Taking the time to eliminate distractions can help you become more productive and successful in the long run.

***#8. Reward Yourself: Reward yourself for completing tasks to help you stay motivated and focused.***

Rewarding yourself for completing tasks is a great way to stay motivated and focused. It can help you stay on track and keep you from procrastinating. When you reward yourself for completing tasks, it can help you stay motivated and focused on the task at hand. It can also help you stay on track and keep you from procrastinating.

Rewards can be anything from a small treat, like a piece of candy or a cup of coffee, to a larger reward, like a day off or a weekend getaway. Whatever reward you choose, make sure it is something that will motivate you to keep going and complete the task.

Rewards can also help you stay focused on the task at hand. When you have something to look forward to, it can help you stay focused and motivated. It can also help you stay on track and keep you from procrastinating. Rewards can be anything from a small treat, like a piece of candy or a cup of coffee, to a larger reward, like a day off or a weekend getaway. Whatever reward you choose, make sure it is something that will motivate you to keep going and complete the task.

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***#9. Delegate Tasks: Delegate tasks to others to help you stay focused and productive.***

Delegating tasks is an effective way to stay productive and focused. It allows you to focus on the most important tasks while delegating the less important ones to others. This can help you to stay organized and on track with your goals. Delegating tasks also allows you to take advantage of the skills and expertise of others, which can help you to complete

tasks more efficiently and effectively. Additionally, delegating tasks can help to reduce stress and free up time for other activities. By delegating tasks, you can ensure that tasks are completed in a timely manner and that you are able to focus on the most important tasks.

***#10. Set Goals: Set goals for yourself to help you stay motivated and focused on completing tasks.***

Setting goals is an important part of staying motivated and focused on completing tasks. Goals provide a sense of direction and purpose, and help to keep you on track. When setting goals, it is important to make sure that they are realistic and achievable. It is also important to set short-term and long-term goals, as this will help to keep you motivated and focused on the bigger picture. Additionally, it is important to

break down larger goals into smaller, more manageable tasks, as this will help to make them more achievable. Finally, it is important to review your goals regularly to ensure that you are still on track and making progress.

By setting goals, you can stay motivated and focused on completing tasks. Goals provide a sense of direction and purpose, and help to keep you on track.

Additionally, setting short-term and long-term goals, breaking down larger goals into smaller tasks, and reviewing your goals regularly will help to ensure that you are making progress and staying motivated. Setting goals is an important part of staying focused and motivated, and can help you to achieve your goals in a timely manner.

***#11. Take Care of Yourself: Take care of yourself by eating healthy,***

***exercising, and getting enough sleep. This will help you stay focused and productive.***

Taking care of yourself is essential for staying productive and focused. Eating healthy, exercising, and getting enough sleep are all important components of self-care. Eating a balanced diet with plenty of fruits and vegetables will provide your body with the nutrients it needs to stay energized and healthy. Regular exercise will help you stay in shape and reduce stress. Finally, getting enough sleep is essential for your body to rest and recharge. When you take care of yourself, you will be better equipped to tackle the tasks and challenges that come your way.

Self-care is also important for your mental health. Taking time to relax and do activities that you enjoy can help reduce stress and anxiety. Make sure to take

breaks throughout the day and give yourself time to unwind. Taking care of yourself is an important part of staying productive and focused, so make sure to prioritize it in your daily routine.

***#12. Use Technology: Use technology to help you stay organized and productive.***

Technology can be a great tool for staying organized and productive. It can help you keep track of tasks, set reminders, and even automate certain processes. For example, you can use a task management app to create to-do lists, set deadlines, and track progress. You can also use a calendar app to schedule meetings and appointments. Automation tools can help you streamline processes, such as sending out emails or creating reports. By using technology to stay organized and productive, you can save time and energy,

and get more done in less time.

Technology can also help you stay focused and motivated. For example, you can use a productivity app to block distracting websites and apps, and set time limits for tasks. You can also use a goal-tracking app to set goals and track your progress. By setting goals and tracking your progress, you can stay motivated and on track to achieving your goals.

Technology can be a great tool for staying organized and productive. By using the right tools and apps, you can save time and energy, stay focused and motivated, and get more done in less time. So, take advantage of technology and use it to help you stay organized and productive.

**#13.      *Avoid Perfectionism: Avoid perfectionism and focus on getting the***

***task done. This will help you stay productive and get more done in less time.***

Perfectionism can be a major obstacle to productivity. It can lead to procrastination, as you strive to make something perfect and never quite reach that goal. It can also lead to wasted time, as you spend too much time on small details that don't really matter. To avoid perfectionism, focus on getting the task done. Set a goal for yourself and strive to reach it, but don't get bogged down in the details. If something isn't absolutely perfect, that's okay. The important thing is that you get the job done.

By avoiding perfectionism, you can stay productive and get more done in less time. You'll be able to focus on the big picture and make sure that the task is completed in a timely manner. You'll also be able to

move on to the next task more quickly, as you won't be stuck trying to make something perfect. This will help you stay on track and make sure that you're making progress on your goals.

So, if you want to be more productive and get more done in less time, avoid perfectionism. Focus on getting the task done and don't get bogged down in the details. This will help you stay productive and make sure that you're making progress on your goals.

***#14. Take Time to Reflect: Take time to reflect on your progress and accomplishments to help you stay motivated and focused.***

Taking time to reflect on your progress and accomplishments is an important part of staying motivated and focused. It can help you to recognize the progress you have



made and the successes you have achieved, which can be a great source of motivation. It can also help you to identify areas where you need to improve and to set goals for yourself. Taking time to reflect can also help you to stay focused on the tasks at hand and to stay on track with your goals.

Reflection can take many forms, from simply taking a few moments to think about your progress and accomplishments to writing them down in a journal or creating a vision board. Whatever form of reflection you choose, it is important to take the time to do it regularly. This will help you to stay motivated and focused on your goals and to keep making progress.

***#15. Learn to Say No: Learn to say no to tasks that are not important or necessary. This will help you stay focused and productive.***

Learning to say no is an important skill to have in order to stay productive and focused. It can be difficult to turn down tasks that are not important or necessary, but it is essential to do so in order to stay on track. When faced with a task that is not important or necessary, it is important to take a step back and assess the situation. Ask yourself if the task is really necessary and if it is worth your time and energy. If the answer is no, then it is best to politely decline the task. This will help you stay focused on the tasks that are important and necessary, and will help you get more done in less time.

Saying no can be difficult, but it is an important skill to have. It can help you stay productive and focused, and will help you get more done in less time. Learning to say no to tasks that are not important or necessary is an essential part of staying productive and focused. It can be difficult

to turn down tasks, but it is important to do so in order to stay on track and get more done in less time.

***#16. Take Time to Plan: Take time to plan out your tasks and prioritize them in order of importance. This will help you stay organized and productive.***

Taking time to plan out your tasks and prioritize them in order of importance is an essential step in staying organized and productive. It can be easy to get overwhelmed by the sheer number of tasks that need to be done, but by taking the time to plan out each task and prioritize them, you can ensure that you are tackling the most important tasks first. This will help you stay focused and on track, and will also help you to avoid procrastination.

When planning out your tasks, it is

important to consider the amount of time each task will take, as well as the importance of each task. This will help you to determine which tasks should be done first, and which can be put off until later. Additionally, it is important to consider any deadlines that may be associated with each task, as this will help you to ensure that you are meeting all of your deadlines.

Once you have planned out your tasks and prioritized them, it is important to stick to your plan. This will help you to stay organized and productive, and will also help you to avoid procrastination. Additionally, it is important to review your plan regularly to ensure that you are still on track and that you are making progress.

***#17. Take Time to Relax: Take time to relax and unwind to help you stay focused and productive.***

Taking time to relax and unwind is essential for staying focused and productive. When we are constantly on the go, our minds and bodies become overwhelmed and exhausted. This can lead to decreased productivity and a lack of focus. Taking time to relax and recharge can help us stay focused and productive.

Relaxation can come in many forms. Taking a break from work to go for a walk or take a nap can help clear your mind and give you a fresh perspective. Taking a few minutes to meditate or practice deep breathing can help reduce stress and anxiety. Spending time with friends and family can also help you relax and recharge.

It is important to remember that relaxation is not a luxury, but a necessity. Taking time to relax and unwind can help you stay focused and productive. So take a break,

take a deep breath, and enjoy the moment.

**#18. *Use Positive Self-Talk: Use positive self-talk to help you stay motivated and focused on completing tasks.***

Positive self-talk is a powerful tool that can help you stay motivated and focused on completing tasks. It involves talking to yourself in a positive and encouraging way, rather than in a negative and discouraging way. Positive self-talk can help you stay on track and keep you from procrastinating. It can also help you stay focused on the task at hand and remind you of your goals. For example, if you are feeling overwhelmed by a task, you can tell yourself, "I can do this. I have the skills and the knowledge to complete this task." This type of positive self-talk can help you stay motivated and focused on completing

the task.

Positive self-talk can also help you stay positive and optimistic. It can help you stay focused on the positive aspects of the task and remind you of the rewards that come with completing it. For example, if you are feeling discouraged about a task, you can tell yourself, "I can do this. I will feel great when I finish this task and I will be proud of myself for completing it." This type of positive self-talk can help you stay motivated and focused on completing the task.

Positive self-talk can also help you stay focused on the present moment and remind you to take things one step at a time. For example, if you are feeling overwhelmed by a task, you can tell yourself, "I can do this. I will take it one step at a time and I will get it done." This type of positive self-talk can help you stay

focused on the task at hand and remind you to take things one step at a time.

Using positive self-talk is a great way to stay motivated and focused on completing tasks. It can help you stay positive and optimistic, stay focused on the present moment, and remind you of your goals. Positive self-talk can help you stay on track and keep you from procrastinating. So, the next time you are feeling overwhelmed by a task, try using positive self-talk to help you stay motivated and focused on completing the task.

***#19. Visualize Success: Visualize success to help you stay motivated and focused on completing tasks.***

Visualizing success is a powerful tool for staying motivated and focused on completing tasks. When you visualize success, you create a mental image of



what you want to achieve. This image can be a vivid picture of the end result, or it can be a more abstract representation of the feeling of accomplishment. Either way, visualizing success can help you stay focused on the task at hand and keep you motivated to reach your goals.

Visualizing success can also help you stay positive and optimistic. When you focus on the end result, you can see the potential for success and the rewards that come with it. This can help you stay motivated and energized, even when the task is difficult or tedious. Visualizing success can also help you stay on track and avoid procrastination. When you have a clear image of the end result, it can be easier to stay focused and take the necessary steps to reach your goal.

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completing tasks. When you create a vivid image of the end result, you can stay positive and energized, and you can stay on track and avoid procrastination.

Visualizing success can help you stay motivated and focused on achieving your goals, and it can help you reach them faster and more effectively.

**#20. *Celebrate Your Successes: Celebrate your successes to help you stay motivated and focused on completing tasks.***

Celebrating your successes is an important part of staying motivated and focused on completing tasks. When you achieve something, no matter how small, take the time to recognize and appreciate your accomplishment. This will help you stay motivated and remind you of the progress you have made. Celebrating your successes can be as simple as taking a

few moments to reflect on what you have achieved, or it can be something more elaborate like treating yourself to a special reward. Whatever you choose to do, make sure to take the time to recognize and appreciate your successes. This will help you stay motivated and focused on completing tasks and achieving your goals.

When you celebrate your successes, it can also help to boost your confidence and self-esteem. Acknowledging your accomplishments can help you to feel proud of yourself and your hard work. This can help to give you the motivation and energy to keep going and to tackle the next task. Celebrating your successes can also help to remind you of the progress you have made and the goals you have achieved. This can help to keep you focused and motivated to keep going and to keep striving for success.

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