

## Some time management tips from *Eat That Frog*

1. If you have two frogs, eat the ugliest one first.
2. If you have to eat a live frog at all, it doesn't pay to sit and look at it for very long.
3. Three key qualities of habit development: decision, discipline, determination
4. Steps toward success:
  - a. Decide exactly what you want.
  - b. Write it down.
  - c. Set deadlines and sub-deadlines.
  - d. Make a list and create an action plan.
  - e. Take action on your plan immediately.
  - f. Resolve to do something every single day that moves you toward a major goal.
5. Make a list of priorities on Sunday night and then first thing every morning.
6. Four questions:
  - a. What are my highest value activities?
  - b. What can I and only I do that if done well will make a real difference?
  - c. What is the most valuable use of my time right now?
  - d. What one skill, if I developed and did it in an excellent fashion, would have the greatest positive impact on my career?
7. How do you eat an elephant? One bite at a time.
8. What are your non-value added activities?