



*Total Wellness
Empowerment
Institute*

About the Founder



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- Total Wellness Empowerment Monthly Mentorship
- Total Wellness Empowerment Mentorship
- Look & Feel Great Method: 9 to Steps Healthy Living based on clinical research
- Total Wellness Empowerment Podcast

How To Eat That Frog

The key to reaching high levels of performance and productivity is to develop the lifelong habit of tackling your major task first thing each morning. You must develop the routine of “eating your frog” before you do anything else and without taking too much time to think about it.

This habit is well-adopted among [successful people](#), so much so that I consider it an essential leadership quality for any person who intends to accomplish great things.

Now that you know what a “frog” is and how to identify it, here’s how to, “eat that frog,” in the most pleasant way possible.

Adopt A Positive Attitude

When you have positive experiences, thoughts, and feelings, your body actually reacts by releasing endorphins to your brain. Endorphins make you feel happy, satisfied, and pleasant.

You can develop a craving for endorphins and the feeling of enhanced clarity, confidence, and competence that they deliver.

Pretty soon, you develop a habit of having a [positive attitude](#). You will, at an unconscious level, begin to organize your life in such a way that you are continually starting and completing ever more important tasks and projects. You will actually become addicted, in a very positive sense, to success and contribution, helping you, "eat that frog," in the most pleasant way possible

Setting short and long-term [SMART goals](#) will help you experience this "hooked" feeling. The satisfaction of accomplishing each task triggers the brain's reward and pleasure system.

Stop Looking For Shortcuts

There are no shortcuts to lasting success.

No matter how many blogs you read, YouTube videos you watch, or podcasts you listen to in an effort to find a quicker path to success, big wins come to those who are patient and take the time to become a master.

Practice is the key to [mastering any skill](#). Fortunately, your mind is like a muscle. It grows stronger and more capable with use. With practice, you can learn any behavior or develop any habit that you consider either desirable or necessary.

Once you put in the effort it takes to [eat that frog](#), you may also soon discover a preference for tackling your most important task first and getting it out of the way. The positive consequences are extremely rewarding!

Eat One Frog At A Time

This is another way of saying that if you have two important tasks before you, start with the biggest, hardest, and most important task first.

When you try to bite off — or eat — more than you can chew, things become overwhelming and you end up not being able to eat the frog — or stay productive.

While it's exciting to knock out big tasks and can be helpful to plan ahead, the whole point of eating a frog is to focus on one big task at a time.

To [be successful in life](#), discipline yourself to begin immediately and then to persist until the task is complete before you go on to something else.

Take Action

Successful, effective people are those who launch directly into their major tasks and then discipline themselves to work steadily and single-mindedly until those tasks are complete.

Failure to execute is one of the biggest problems in organizations today. Many people confuse activity with accomplishment, though. They talk continually, hold endless meetings, and make wonderful plans, but in the final analysis, no one does the job and gets the results required.

For example, if you have ever dreamt of becoming a [published author](#) to advance your career, grow your business, or to improve the lives of others, none of those things will happen until you change your desire from a dream to a goal. Even at that point, you still need to take action and start writing immediately to find success.

Your dream and all of those potential benefits will only be able to have lasting results when you finally take action on your thoughts, set the goal, and learn how to write a book.

The same is true with all of the other wonderful ideas that pop into your mind, so be sure to act quickly on such intuition and start with whichever task will help you be the most productive.

Ask yourself, "If I could only get one thing done today, which one would make the biggest difference or get me closest to achieving my goals?"

You Can Eat The Frog

What is your “frog?”

What is the one task that you despise doing but it needs to be done?

What task is going to propel you farther and faster toward overall success?

Once you have chosen your “frog,” make it a habit to wake up every morning and do that task first. In other words: eat that frog!

Remember, it doesn't matter where you are coming from. All that matters is where you are going!



What You Will Learn

- 1) Time-management techniques that will make you more effective in achieving personal and professional goals.
- 2) Task prioritization methods that will make you more efficient, and
- 3) How to adopt these tools into lifelong habits.



The Truth about Frogs

Mark Twain once said that *if the first thing you do each morning is to eat a live frog, you can go through the day with the satisfaction of knowing that that is probably the worst thing that is going to happen to you all day long.*

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.

It is also the one task that can have the greatest positive impact on your life and results at the moment.



This is another way of saying that, if you have two important tasks before you, start with the biggest, hardest and most important task first.

Discipline yourself to begin immediately and then to persist until the task is complete before you go on to something else.



Fact 1

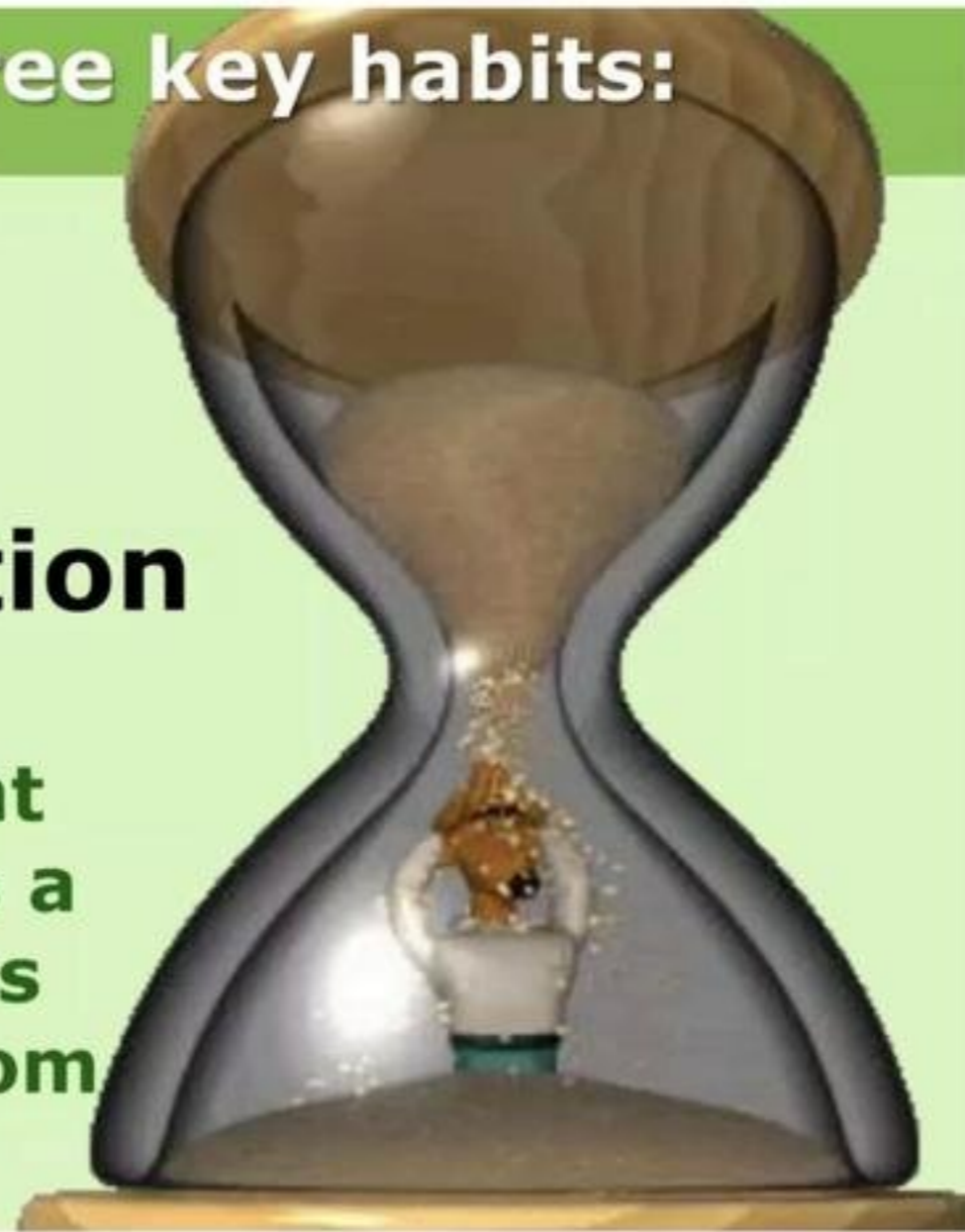
"You will never be able to do everything you have to do."



Fact 2 - Three key habits:

- **Decision**
- **Discipline**
- **Determination**

Getting important things done gives a feeling of success and confidence from endorphins



Three Habits Explained

“First, make a **decision** to develop the habit of task completion.”

“Second, **discipline** yourself to practice the principles you are about to learn over and over until you master them.”

“Finally, back everything you do with **determination** until the habit is locked in and everything becomes a permanent part of your personality.”

Step 1 – Set The Table

“Before you can determine your ‘frog’...you have to decide exactly what it is you want to accomplish in each area of your life.”



“Only 3% of adults have clear, written goals. These people accomplish five and ten times as much as people of equal or better education and ability but who, for whatever reason, have never taken the time to write out exactly what it is they want.”



Clarity is the most important concept in personal productivity





Seven simple steps:

1. Decide exactly what you want

– “One of the very worst uses of time is to do something very well that need not be done at all.”

2. Write it down

– think on paper to give energy to the idea

3. Set a deadline on your goal

– it gives the goal urgency
– do something. do anything.
– for you to achieve any kind of success, execution is everything.

4. Make a list of everything that you can think of that you are going to have to do to achieve your goal – gets rid of fuzziness

5. Organize the list into a plan
– organize by priority and sequence

6. Take action on your plan immediately

7. resolve to do something every single day that moves you toward your major goal

Goals



**If you want to gain control of your life,
change the way you work.**

- Action is the key to accomplishment.
- People who do better do things differently. They do the right things right.
- Eating the frog means identifying your most important task and tackling it with single-minded focus until it is completed.
- Launch directly into your most important tasks.
- Your ability to focus on your most important task will determine your success.



- People fail because they aren't absolutely clear about their goals.
- The best rule for success is to think on paper. Write down your goals.
- Every night, make a list of what you want to accomplish the next day. Have a master list, a monthly list, a weekly list and a daily list.
- Identify the one skill that, if you developed it, would have the biggest impact on your career.



Goals are the fuel in the furnace of achievement.

The bigger your goals and the clearer they are, the more excited you become about achieving them.


The more you think about your goals, the greater becomes your inner drive and desire to accomplish them.



Think about your goals and review them daily.

Every morning when you begin, take action on the most important task you can accomplish to achieve your most important goal at the moment."





Step 2—Plan Every Day In Advance

At work, get the highest possible return on your investment of mental, emotional, and physical energy by planning.

Always work from a list. When something new comes up, add it to the list before you do it.

Make out your list the night before, at the end of the workday. Your subconscious mind will work on the list all night.

Make different types of lists

Master – write down everything you can think of that you want to do some time in the future

Monthly – make up at the end of the month for the month ahead

Weekly – plan your entire week in advance. this is under construction as you go through the current week

Daily – specific activities that you are going to accomplish that day
– tick off items on the list as you complete them. This gives a visual picture of accomplishment.

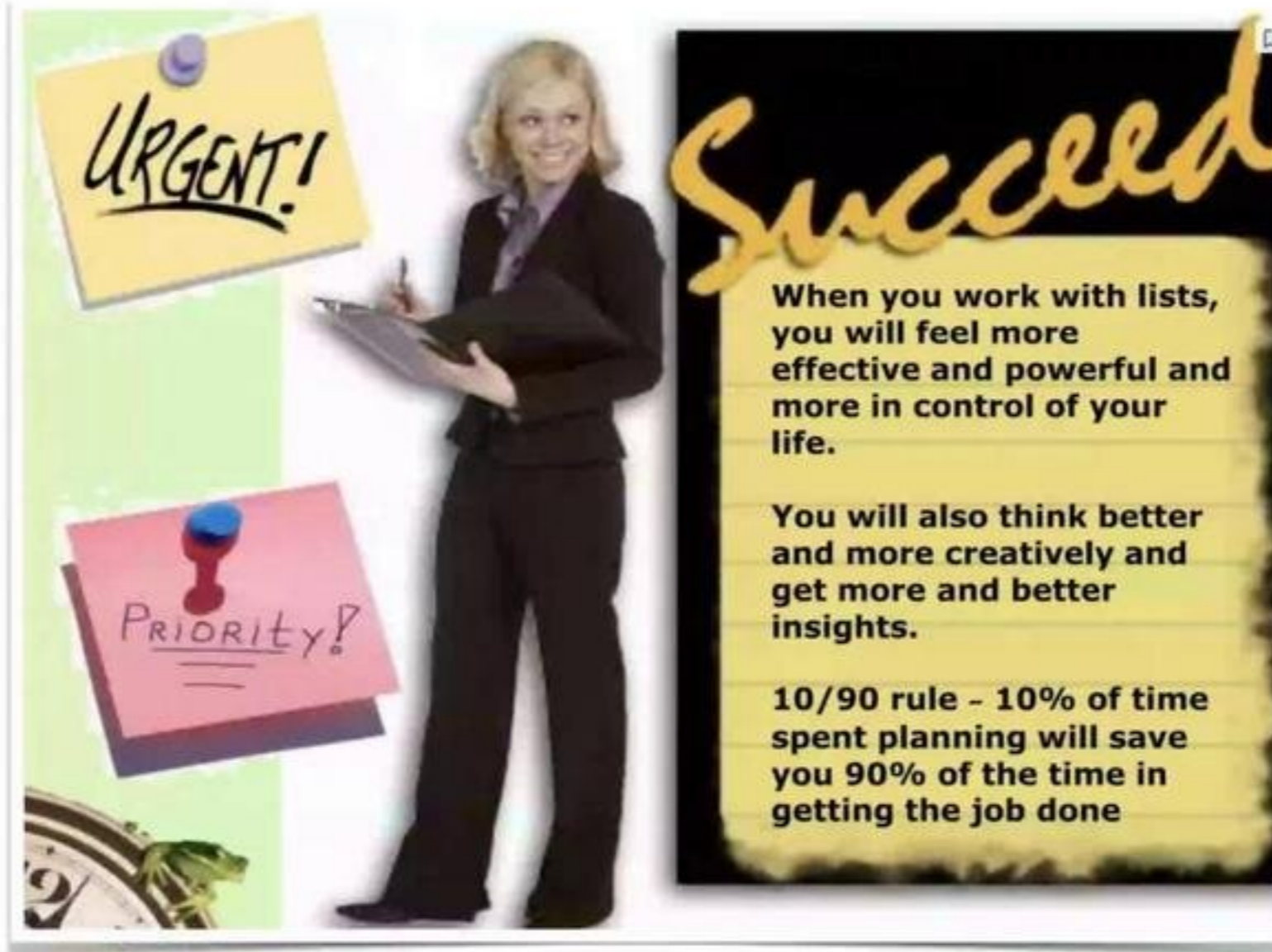


TO DO LIST

Done

- Sports
- Laundry
- Library
- Breakfast
- Lecture 1
- Time with God
- Evangelism
- Lunch
- Lecture 2
- Nap
- Television
- Home Work
- Lecture 3
- Go to Bed





URGENT!


PRIORITY!

Succeed

When you work with lists, you will feel more effective and powerful and more in control of your life.

You will also think better and more creatively and get more and better insights.

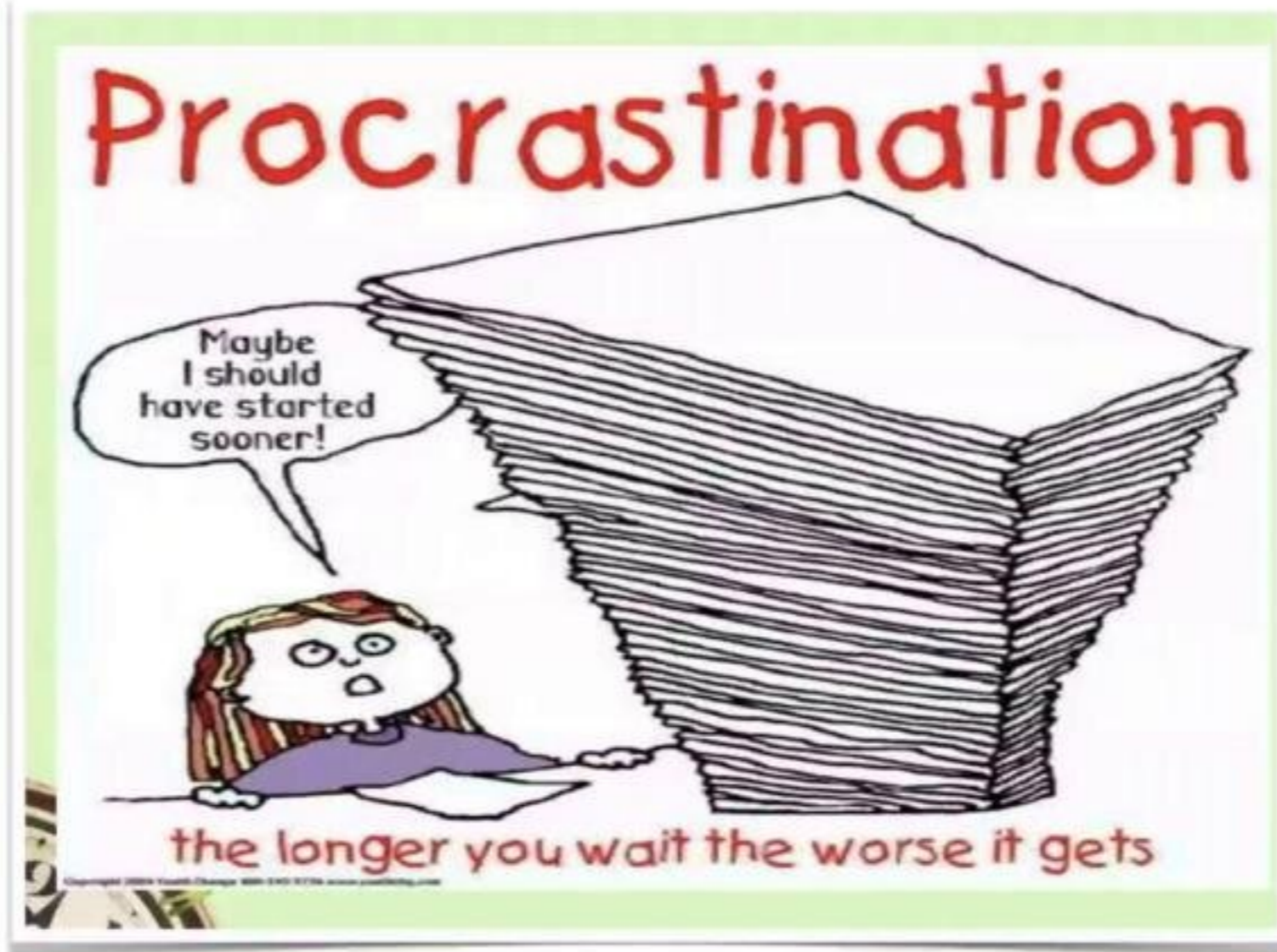
10/90 rule - 10% of time spent planning will save you 90% of the time in getting the job done



Step 3 – Apply the 80/20 Rule to Everything

Pareto Principle
Out of a list of ten things, one or two might be five or ten times as important as any of the others
– Eat those frogs first

Most people **procrastinate** on the most important tasks and start on the menial tasks instead



The most valuable tasks you can do each day are often the hardest and most complex, but the payoff for completing these tasks efficiently can be tremendous.

Rule: "Resist the temptation to clear up small things first."

Whatever you choose to do, over and over, eventually becomes habit.

The hardest part of any important task is getting started on it in the first place. After that, your brain likes to be engaged.





Step 4 – Consider the Consequences

Your time horizon has an enormous impact on your behavior and your choices


Rule: Long-term thinking improves short-term decision making

Before starting on anything, you should always ask yourself: **What are the potential consequences of doing or not doing this task?**

Rule: Future intent influences and often determines present actions
"Review your list of tasks, activities and projects regularly.

Continually ask yourself,
'Which one project or activity, if I did it in an excellent and timely fashion, would have the greatest positive impact on my life?'





Chapter 5 – Practice the ABCDE Method Continually

Start with a list of everything you have to do for the coming day. Think on paper.

Then put **ABCD or E** before each item before you begin the first task.

A = something that you must do or it will have severe negative effects

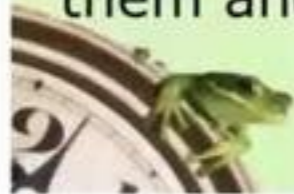
B = a task that you should do, but which only has mild consequences

C = something that would be nice to do, but for which there are no consequences at all

D = something you can delegate to someone else

E = something you can eliminate

When multiple tasks have the same letter, number them and tackle the lowest-numbered one first







Step 6 - Focus On Key Result Areas

You need to get results

Identify all of your key result areas, the areas that, if left undone by you, will not get done

Rate yourself in these areas, and then focus to improve the one that you are poorest in

Refuse to rationalize, justify or defend your areas of weakness

Ask yourself: **“What one skill, if I developed and did it in an excellent fashion, would have the greatest positive impact on my career?”**



Step 7 – Obey the Law of Forced Efficiency

"There is never enough time to do everything, but there is always enough time to do the most important thing."

Rule: There will never be enough time to do everything you have to do


"The fact is that the average person today is working at 110% to 130% of capacity."



Brian Tracy contends that deadlines seldom cause people to work better. Keep yourself focused by asking the following questions:


- **What are my highest value activities?**
- **What can I and only I do, that if done well, will make a real difference?**
- **What is the most valuable use of my time, right now?**





Step 8 – Prepare Thoroughly Before You Begin

Have everything at hand before you begin
Create a work environment that is conducive to working





Step 9 - Do Your Homework

“Learn what you need to learn so that you can do your work in an excellent fashion.”



“A single area where you feel weak or deficient is enough to discourage you from starting the job at all.”

Rule: Continuous learning is the minimum requirement for success in any field.

Any skill that you want to learn you can acquire as soon as you decide to make it a priority

- Read in your field for an hour a day
- Take every course and seminar available on key skills that can help you
- Dedicate yourself to becoming one of the most knowledgeable and competent people in your field





Step 10 – Leverage Your Special Talents


“What is it that you do especially well?”

What are you good at?

What do you do easily and well that is difficult for most people?”

Whatever you enjoy is the thing that you have the ability to be the very best at.


Then, focus on that area and put everything into it.



Step 11 – Identify Your Key Constraints

“What is holding you back?”

What sets the speed at which you achieve your goals?



What stops you or holds you back from eating the frogs that can really make a difference?

Why aren't you at your goal already?”

“Whatever you have to do, there is always a limiting factor that determines how quickly and well you get it done.”

Study the task and identify the limiting factor or constraint within it.

- This seems like a **lean principle**

Focus all of your energies on that one key area

- **80%** of the things holding you back are **internal**, only **20%** are **external** to you or your organization

Keep asking:

"What sets the speed at which I get the results I want?"

Make sure that you are addressing the correct constraint, otherwise you waste your time and money







Step 12 – Take it One Oil Barrel at A Time

**Break large tasks up into smaller ones
Small steps add up**





Step 13 - Put the pressure on yourself

Raise the bar for yourself, and be your own motivator to reach it.



Imagine that you have to leave town for a month and work or study as if you had to get all your major tasks completed before you left.

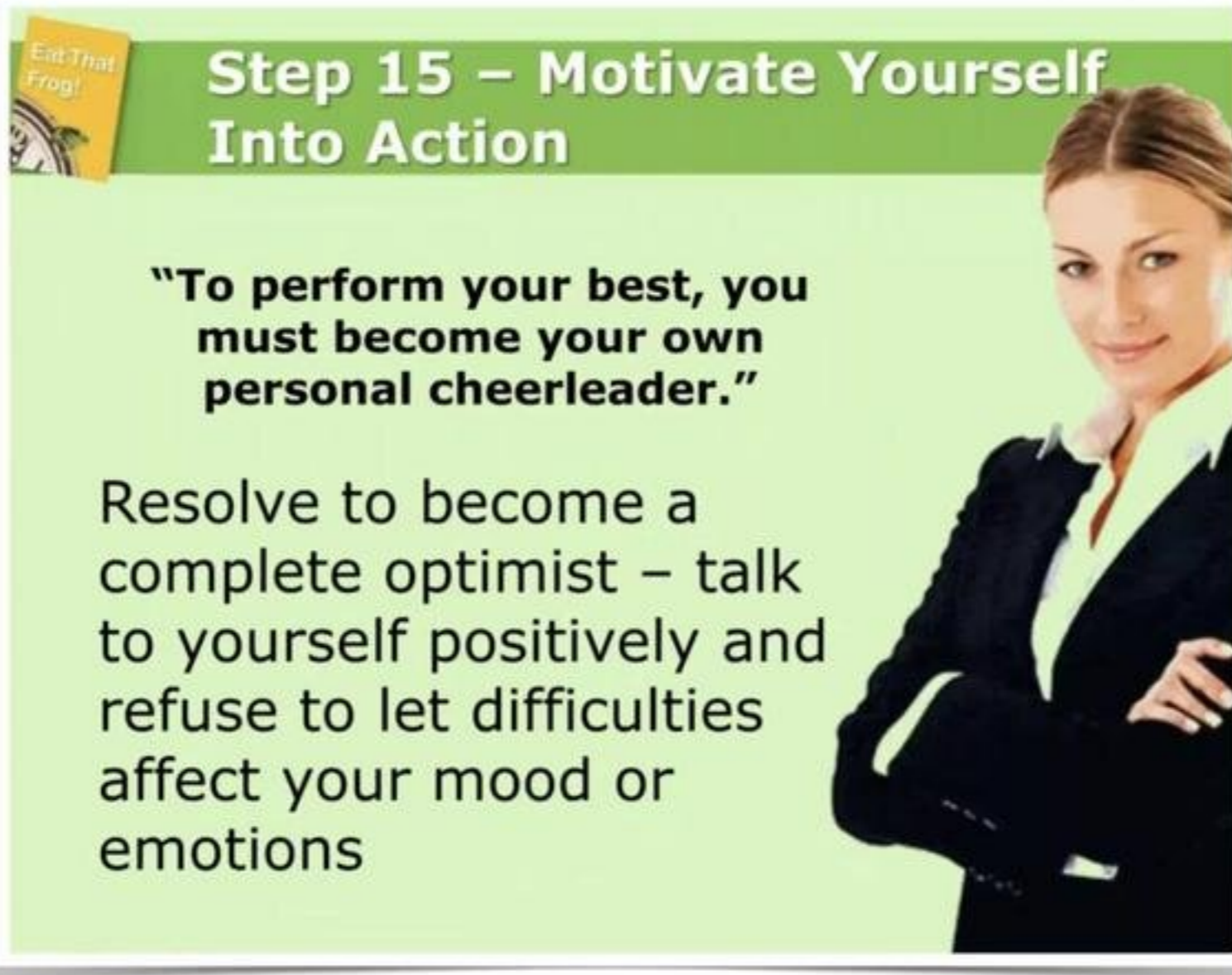


Step 14 – Maximize Your Personal Powers

“When you are fully rested, you can get two times, three times, and five times as much done as when you are tired out.”

Guard and nurture your energy levels at all times
Identify the times when you are at your best, and discipline yourself to use them on your most important and challenging tasks


Sometimes the very best use of your time is to go home early and go to bed and sleep for ten hours straight.



Step 15 – Motivate Yourself Into Action

“To perform your best, you must become your own personal cheerleader.”

Resolve to become a complete optimist – talk to yourself positively and refuse to let difficulties affect your mood or emotions



- look for the good in every situation
- seek the valuable lesson in every setback or difficulty
- look for the solution to every problem

Refuse to criticize or blame others for anything

Resolve to make progress rather than excuses





Step 16 – Practice Creative Procrastination

If you must procrastinate, procrastinate on low value activities

Rule: You can only get your time and your life under control to the degree to which you discontinue lower value activities

Say “no” to anything that is not a high value use of your time and your life

Avoid procrastinating on important tasks at all costs

Also try to delegate these less important tasks



Step 17 – Do the Most Difficult Task First

Begins by making a list at the end of the workday or school and evaluating with the **ABCDE** method

Lay out everything you need to begin working on the task

Then, discipline yourself to work on this task without interruptions before you do anything else

This will break you of wanting to procrastinate and puts your future squarely in your own hands

A woman with curly hair, wearing a dark red top, is holding a large, white, round clock face in front of her. The clock face is the central focus of the image, with its hands pointing to approximately 10:10. The background is a light green color with a subtle pattern of white dots.

Step 18 – Slice and Dice the Task

Break large, complex tasks down into bite sized pieces and then just do one small part of the task to get started;

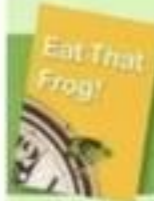


Step 19 – Create Large Chunks of Time

Work in specific time segments so that you get used to doing a thing

“One of the best work habits of all is for you to get up early and work at home in the morning for several hours.”





Step 20 – Develop a Sense of Urgency



Action orientation

“Highly productive people take the time to think, plan, and set priorities.”

“They then launch quickly and strongly toward their goals and objectives.”

Develop a sense of urgency to trigger the state of flow

This makes you develop a “bias for action”



Step 21 – Single Handle Every Task

Work on the task without diversion or distraction until the job is **100%** complete

This helps you build self-discipline, which in turn builds self-confidence



Total Wellness
Empowerment
Institute

Health Coach Course

Are YOU ready to make an impact on the world?

- Have you given any further thought to what your life would be like if you could transform the lives of people around the world by empowering others?
- I want to help you through the ENTIRE PROCESS of becoming a powerful professional health coach.
- My training will teach you the knowledge you need to know to become a healthcare practitioner that has helped build my successful healing practice
- And I can't express to you enough how rewarding it is to know that those of you who have committed to improving your lives, are becoming so successful just because you weren't afraid to take the first step. You are certainly on your way to becoming the person you've always known you were capable of being.
- On the other hand, if you haven't made the commitment yet, what are YOU waiting for?
- The health coach program is designed to teach you how to achieve a level of confidence SO profound that you can literally boost your self-esteem AND start empowering others along with being successful sharing your message, passion and purpose.

To your success and empowerment,



*Total Wellness
Empowerment
Institute*

Are YOU ready to make an impact on the world?

Register online at: <https://totalwellnessempowermentinstitute.com/>

Call 203-542-7390 or 203-548-0317

Leave your email address when you call

