**“Beat Procrastination!”**

Put It Into Practice!

**1. Your “frog” is the:**

* most important work that needs to be done for your success.
* thing you’re dreading.
* project that can’t be done (well!) in one sitting.

**2. Find your “frog”:**

* Today, right now, what is your “[frog](https://www.briantracy.com/blog/time-management/the-truth-about-frogs/)” & why? (What have you been putting off)?
* Record in your planner the next 2 hr. block of time you can work on it.
* What’s the *very first thing* you’ll do to get started? [**Motivation follows action.**](https://www.ted.com/talks/lisa_feldman_barrett_you_aren_t_at_the_mercy_of_your_emotions_your_brain_creates_them?fbclid=IwAR0AlcE2B0YkpYJHkt-yhw5PKBVPUbo-3BdtxD9dZaAEDr7WiC9PvpQGe-4)

**3. This helps you “slice and dice” & “Swiss cheese” the task:**

* It shrinks it into smaller, less stressful steps.
* When you “Swiss cheese” the task, you “punch a hole in it” to get going.
* The time taken might be the same in the end, but it *feels* easier.

**4. Now, build your time management system:**

* Get a system (paper planner, app, or hybrid).
* Start by creating 2-3 hr. blocks of scheduled study time every day.
* Cultivate a daily habit of identifying your frog and breaking it down.

**5. How this might change your life:**

* Gets the most important work done.
* Builds your feeling that you can do this (“[self-efficacy](https://www.sciencedirect.com/science/article/pii/S1747938X15000639?via%3Dihub)”).
* Can even change how you see yourself (“[self concept](https://link.springer.com/article/10.1023/A%3A1021302408382)”).

**References**

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*[More Done in Less Time](https://www.briantracy.com/blog/time-management/the-truth-about-frogs/)*, 3rd ed. Oakland, CA: Berrett-Koehler Publishers, Inc.