

Eat That Frog: How to Get More Done In Less Time

Ever feel like there just isn't enough time for everything on your "to do" list? Well, there's some good news and some bad news about this. *The bad news:* there will *never* be enough time to get everything done. *The good news:* you don't have to! Successful, happy people don't try to do everything. They learn to focus on the most important tasks and make sure *they* get done.

There's an old saying that if the first thing you do each morning is to eat a live frog, you'll have the satisfaction of knowing that it's probably the worst thing you'll do all day. We'll be using "eat that frog" as a metaphor for tackling the most challenging tasks of your day and avoiding wasting time, energy and thought on dread versus action. This workshop pulls concepts from the Brian Tracy book, [Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time](#), and other resources to help you get more done *and* to get the *right* things done.