

EAT THAT FROG!

You're almost at the end of school and close to going on to further education or **entering the job market**. In his book, *Eat that Frog!*, time management expert Brian Tracy outlines some simple tips to help you **reach your full potential** and stop you burning out.

1 EAT THAT FROG

Imagine the scenario – you've taken up a new job or started a new course, but you're overworked. You've got so many things to do. Your frog is your biggest, most difficult and important task, the one you're most likely to put off until later. Make sure it's the first job you do, and keep at it until it's done.

2 WRITE DOWN YOUR GOALS

Set out your objectives. Make a list of ten **goals you'd like to achieve** in the next twelve months. If you could only achieve one goal, which one would have the most positive effect on your life? Focus on that objective first and get down to work straight away.

3 WRITE A TO-DO LIST

Get organised. Before you get on with your work, if you take ten minutes to map out exactly how you will spend your time, you can **increase your output** by 25 percent. Planning can save you time especially when you're **working to a deadline**.

4 DEVELOP THE RIGHT HABITS

Improve your career prospects by observing what successful people do. Imitate their behaviour: be punctual, **think for yourself, speak your mind**. **Do these things day in, day out** until they become second nature. Then you'll be on your way to becoming a successful person, too.

5 GET BETTER AT WHAT YOU DO

Commit to taking on new challenges, picking up new skills and reading about your future profession. The more knowledgeable and skilled you become, the faster you will carry out the tasks at hand. Identify what you're good at and then **put your heart into** doing those specific things very, very well.

6 MOTIVATE YOURSELF

Always be enthusiastic and purposeful. Try to be conscientious and get the job done – imagine you have to go away for a month and then work towards finishing the job before you leave.



7 REMEMBER – EAT THAT FROG!

Do the hard things first. Focus on the important tasks. Be single-minded. Just do it!

Exercise 1: Brainstorm ideas for how you can become a more effective worker or student. Then read a summary of some tips from a book called Eat that Frog! by Brian Tracy and check your answers.

Exercise 2: Read the summary again and answer the questions.

- 1 What is a 'frog' in the summary? What does 'eat that frog' mean?
- 2 How can making lists help you at work? What two lists does the author suggest?
- 3 Why should you imitate what other successful people do?
- 4 Why is developing your skills important?

Exercise 3: Replace the underlined phrases with the phrases in red from the text.

- 1 How can this book help you to become as good as you can be?
- 2 Of all the objectives you'd like to fulfil, which one should you pursue first?
- 3 How can you make yourself 25 percent more productive?
- 4 What can help when you have a time limit to do something?
- 5 How can you make your employment possibilities better?
- 6 What do you need to do over and over until it becomes second nature?
- 7 What specific things should you put a lot of effort into?

ANSWER KEY

Exercise 1: Answers vary.

Exercise 2:

1. It's the most difficult or important task and it means you should do it first.
2. It can help you focus, increase output and save time. He suggests a list of goals and a to-do list.
3. By imitating their behaviour you adopt good habits and become successful too.
4. The more skilled you become, the faster you work.

Exercise 3:

1. reach your full potential
2. the goals you'd like to achieve

3. increase your output by 25 percent
4. are working to a deadline
5. improve your career prospects
6. do day in, day out
7. put your heart into