

### **Eat That Frog! by Brian Tracy**

- 💡 You cannot teach a man anything; you can only help him find it within himself
- 💡 I will duplicate what successful people of done to achieve similar results; then teach others to do the same
- 💡 My ability to concentrate single-mindedly on my most important tasks, do them well and finish completely will lead to success
- 💡 I will focus on completing the biggest, hairiest activities first, so that I can lock-in progress and improve my self-image
- 💡 I will employ Decision, Discipline and Determination to get the most important things done quickly and effectively
- 💡 Clarity is the most important quality in personal productivity
- 💡 I will be specific about my goals and act on them daily
- 💡 My top goal when working is to get the highest possible return on investment of my mental, emotional and physical energy
- 💡 My ability to set goals, make plans and take action will determine the course of my life; planning enables me to do something about my future today
- 💡 When planning, I will start with my desired and meaningful outcomes in mind and work backward
- 💡 I will think and act LONG TERM; delaying gratification and resisting the temptation to work on small, easy, but unimportant activities
- 💡 The more important and valuable a task is to me, the more likely I will be motivated to overcome procrastination
- 💡 I will discipline myself to start immediately on my most important task and stay at it until it is complete
- 💡 I will identify and internalize the key result areas of my work in all aspects of my life
- 💡 Focusing on my key tasks will transform my life
- 💡 I will overcome my fears by facing them and performing one task at a time
- 💡 I will continue to learn and provide improved service to others
- 💡 I will identify and improve my limiting factors
- 💡 I will set higher standards for myself than anyone else can set for me; or that I set for anyone else
- 💡 I will find ways to go the extra mile and contribute more; accomplishing more in less time
- 💡 I will increase my capacity by being intentional about my energy levels and optimizing what gets done when
- 💡 I will remain optimistic and respond positively to setbacks and challenges
- 💡 I will focus exclusively on higher value activities
- 💡 I will break major tasks into smaller bite-sized pieces and schedule specific times to tackle each without distraction
- 💡 I will consistently enter the state of flow by starting with a sense of urgency and a bias for action
- 💡 I will be disciplined about working non-stop through my most important tasks until I can claim victory