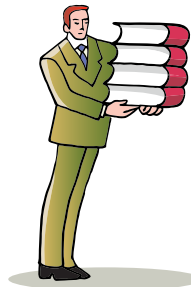


OBJECTIVE



AUTHOR

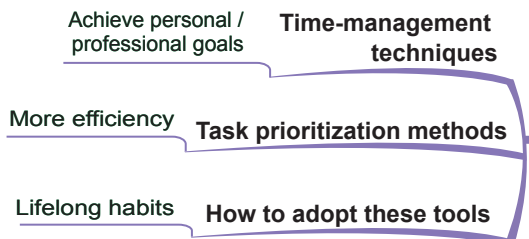
Brian Tracy



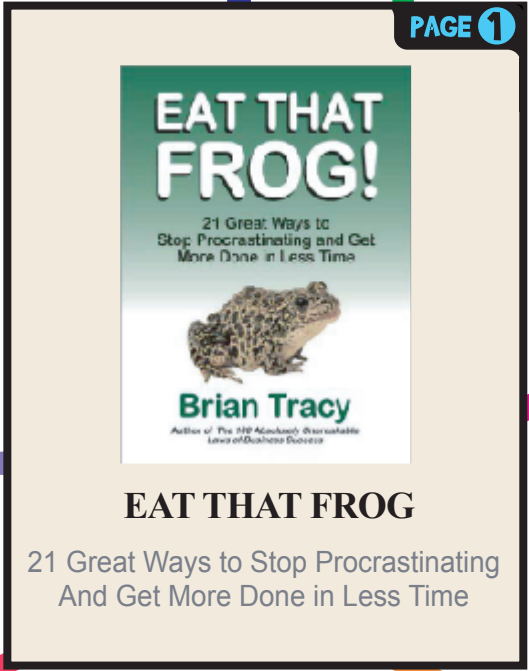
PUBLISHER

Berrett-Koehler

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96 pages



ABSTRACT



PAGE 1



RATING



Self Development

CATEGORY



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Meet it by cheering yourself on

Challenge

Change

Be eternal optimist

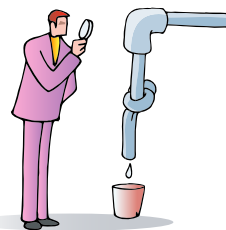
Always talk to yourself positively

Resolve to remain cheerful, upbeat

Visualize goals

Every day

Eat the frog



AMPHIBIAN ON TOAST

Frogs

Tasks you need to do But haven't for some reason

Time to learn to snack on frogs

Tackle critical projects/problems

Ability to focus To accomplish task

Lack of clarity Impairs action

Select big frogs first Develop good work habits



For success Critical building block

Affect completion of job Constraints

Smoothen work flow Identify limiting factors

Determine what to do to improve Take responsibility

IDENTIFY YOUR KEY CONSTRAINTS

Fills time you allow for it

Job expands

THE LAW OF FORCED EFFICIENCY

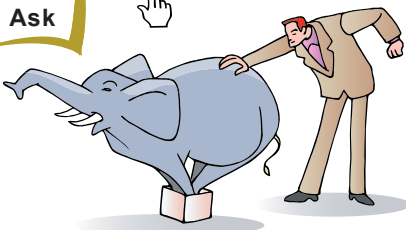
Also can be forced to be done faster

Ask

What is highest value activity?

What is that will have significant impact?

What is highest and best use of time, right now?



PAGE 2



EAT THAT FROG

21 Great Ways to Stop Procrastinating And Get More Done in Less Time

3 qualities to develop successful habits

Decide precisely

Write down

Set deadlines

List what you will need

Make a plan

Take action

Take small steps



WINNING IS A HABIT



TIME-MANAGEMENT, PARETO STYLE

20-80 rule 20% of all activity Generates 80% revenue

Identify the 20%

Time management

Eat the big frogs first

KEY RESULT AREAS

Identify key result areas

Improve performance

Allocate resources

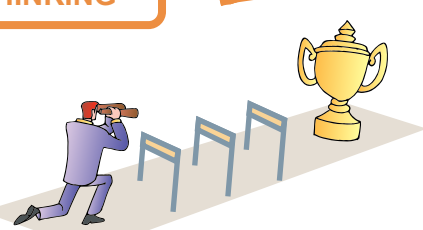
Strengthen Improve weakest key area first

LONG - TERM THINKING

To succeed Think long term

Delay short-term gratification

Achieve long-term results

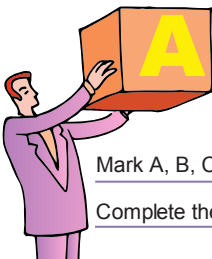


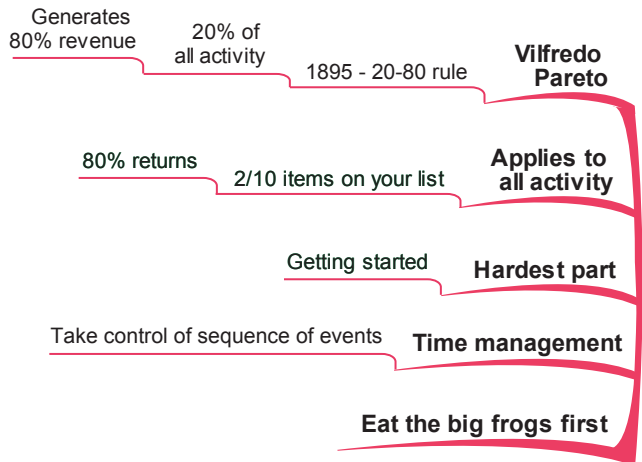
THE ABCs OF SUCCESS

Make a list ABCDE method for success

Mark A, B, C, D, E priorities

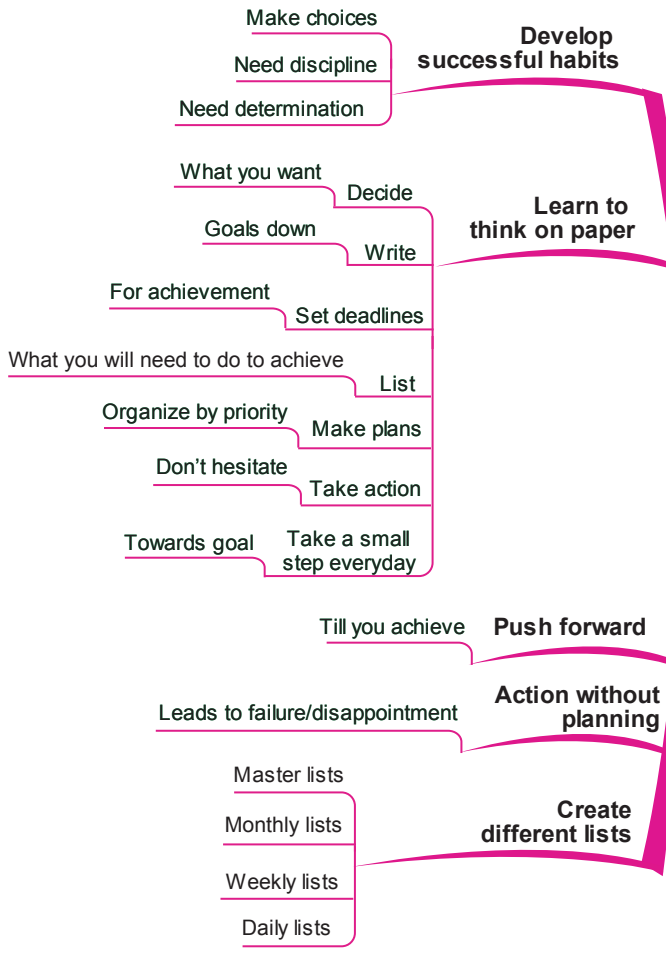
Complete the tasks in order





TIME-MANAGEMENT, PARETO STYLE

"Time management is really life management."

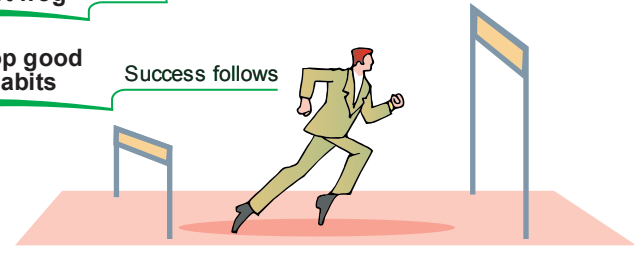


WINNING IS A HABIT



"The hardest part of any important task is getting started on it in the first place."

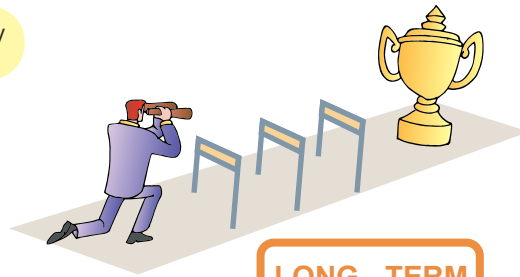
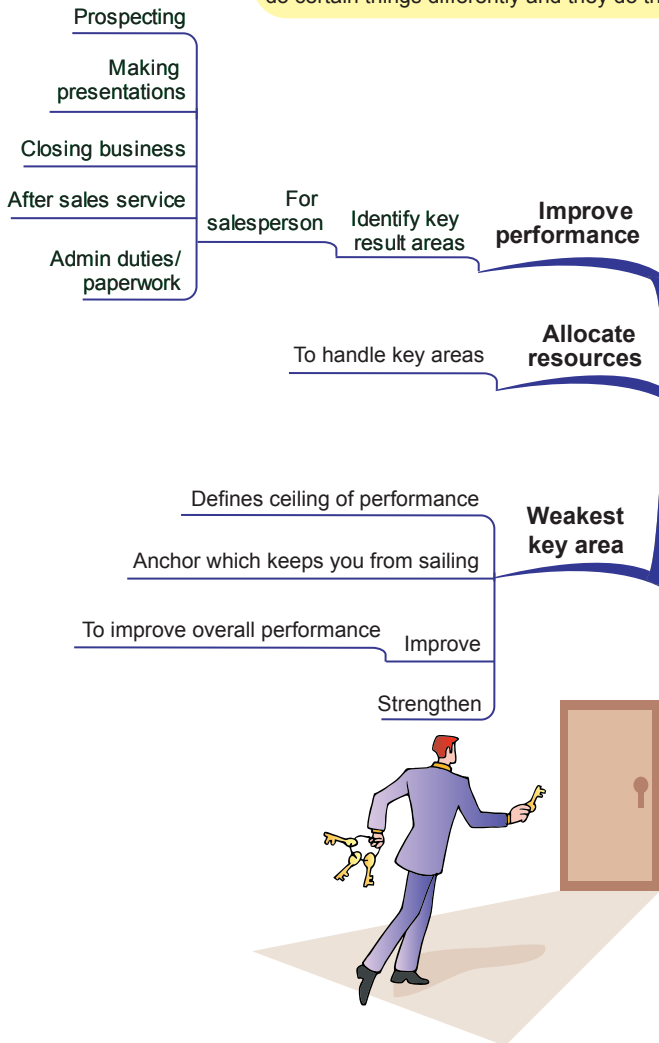
AMPHIBIAN ON TOAST



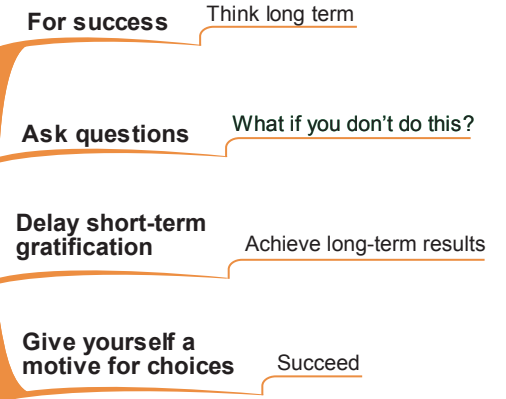
"Clearly written goals have a wonderful effect on your thinking. They motivate you and galvanize you into action."

"Many people confuse activity with accomplishment."

"Simply put, some people are doing better than others because they do certain things differently and they do the right things right."



LONG - TERM THINKING



"Clarity is the most important concept in personal productivity."

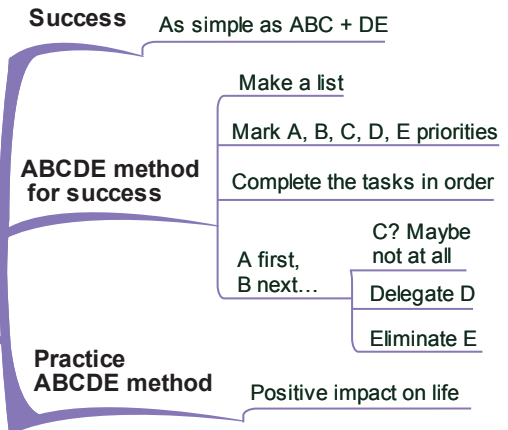
PAGE 4

EAT THAT FROG

21 Great Ways to Stop Procrastinating And Get More Done in Less Time



THE ABCs OF SUCCESS



"You can get control of your time and your life only by changing the way you think, work and deal with the never-ending river of responsibilities that flows over you each day."



"The key to success is action."



"The ability to concentrate single-mindedly on your most important task, to do it well and to finish it completely, is the key to great success."

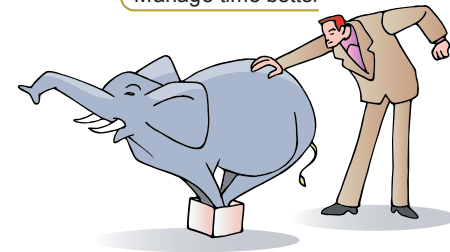
THE LAW OF FORCED EFFICIENCY

Job expands

- Fills time you allow for it
- Also can be forced to be done faster

Address this

- Ask questions
 - What is highest value activity?
 - What is that will have significant impact?
 - What is highest and best use of time, right now?
- Manage time better



BECOMING YOUR CHEER LEADER

Change

Is a challenge

Meet it by cheering yourself on

Be eternal optimist

- Rely on yourself
- Respond positively

Undeterred by minor setbacks

Steer a clear course

Always talk to yourself positively

Affirm

Difficulties come to instruct, not obstruct

Resolve to remain cheerful, upbeat

Imagine success

Visualize goals

- Break them down
- Work with urgency

Tackle difficult tasks first

Have a positive attitude

Every day

Eat the frog

PAGE 5



EAT THAT FROG

21 Great Ways to Stop Procrastinating And Get More Done in Less Time

IDENTIFY YOUR KEY CONSTRAINTS

What's holding you back?

Critical building block For success

Constraints

Affect completion of job

Identify limiting factors

Smoothen work flow

Resolve choke points

80-20 rule
80% problems from 20% obstacles

Take responsibility

Determine what to do to improve

"An average person who develops the habit of setting clear priorities and getting important tasks completed quickly will run circles around a genius who talks a lot and makes wonderful plans but gets very little done."

