

Beat procrastination, ~~tomorrow~~ **today!**

Wow! You
finished
all your work!

Yeah! I had planned
to just waste time on
the internet today,
But I got super-
distracted.



Eat the frog

'Eat the frog' got its name from a Mark Twain quote - "If it's your job to eat a frog, it's best to do it first thing in the morning. And if it's your job to eat two frogs, it's best to eat the biggest one first."



By doing your most important task first, you do it when your energy and willpower are at their highest.






If you think a task will take multiple days to complete, you can divide it into steps. Then, make the first step your 'frog' for the day.

Not
literally!



Two-minute rule

If you have a task on your to-do list that will take two minutes or less to complete, **do it Now**.


-  This will make you feel you've successfully accomplished a task that was hanging over your head.
-  It will boost your motivation and build momentum.
-  It will also help clear your mind and stop you from worrying about all the other tiny tasks on your to-do list.




Rule of **three**

Write down 3 things you want to achieve each day.

Crucially, they shouldn't be tasks – **they should be results**, like “complete expenses report”.

 By kicking off your day with just 3 meaningful intentions, you're continually reminding yourself of what's important and what you should be focusing on.

 It's about prioritising what's most important and focusing on having a meaningful outcome for your day.



Help your employees ditch procrastination and unlock their true potential



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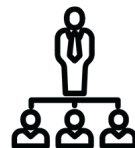
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