

Book Review: EAT THAT FROG! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time

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Book Information

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Book Review

Eat That Frog! Even more succinctly, “Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time” by Brian Tracy was originally released in 2001, subsequently in 2008, and currently in 2017. There are 21 effective strategies in this book to help you avoid procrastinating and do more in less time. Procrastination may be defeated in a variety of ways, and this book makes it easy for people to do so. There is no scientific research or language to back up the methods in the book. As a result of the author's personal experiences, he provides concrete advice that can be put into action immediately. It is believed that if you eat a live frog as your first meal of the day, you may rest assured that it is the worst thing that will happen to you throughout the day. If you don't take action on your "frog," you'll be more inclined to put it off until a later date. Aside from that, it's the one thing you can do right now to have the most beneficial influence on your life and your achievements. In Mark Twain's words, "if you have to eat two frogs...eat the ugliest one first, and it doesn't pay to sit and look at it for very long" is the basic rule of frog eating. To put it another way, if you have two critical jobs to complete, prioritize the most difficult first. Begin the work right away, and don't stop until it's finished before moving on to anything else. Because of this, you would get into the habit of "eating your frog" before anything else and do it quickly. Tracy recommends doing the most essential assignment of the day — the one you are most likely to put off doing — since it is the one that will have the most influence on your career and personal life in the now and the future. The release of endorphins in your brain occurs as a result of completing a challenging endeavor. Completing a task gives you an endorphin surge that boosts your mood and makes you more likable, creative, and confident.

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In all, there are 21 chapters, each of which provides a new strategy for overcoming procrastination and getting more done. As the book's subtitle implies, 21 Great Ways to Stop Procrastinating and Get More Done in Less Time, contains 21 distinct strategies. All of the ideas in this book are geared toward enhancing one's total productivity, performance, output, and self-worth. However, the need of taking action is often emphasized. You can do anything as long as you learn how to eat your frog!

The book starts with *Set the table* in which the author emphasizes the goals and objectives before starting any activity. One needs to decide exactly what he/she wants to achieve. Then *plan every day in advance* followed by the *80/20 rule*. The author argues that 20% of your actions will account for 80% of your results throughout this chapter. As a result, you must constantly focus your efforts on the top 20%. *Consider the consequences* as well, because your most significant activities and priorities are likely to have the most serious good or negative repercussions on your life or career. Because you can't do everything, hence *practice creative procrastination*. You'll need to learn to put off low-value activities so that you have enough time to tackle the few things that matter. *Apply the ABCD method regularly, focusing on key result areas and applying the law of three*. Identify the three tasks that account for 90% of your contribution at work and prioritize them before moving on to the next step. Before you begin, *thoroughly prepare yourself, take it one oil barrel at a time, update your key skills, identify your key constraints, put pressure on yourself, and motivate yourself into action*. Next, free yourself from electronic enslavement since *technology is a terrible master*, but it can also be a *wonderful servant* when utilized properly and thoughtfully. You can get more done in less time if you *focus your attention* and *slice and dice the task*. To procrastinate less and get more things done in the least amount of time, *create large chunks of time*, and *develop a sense of urgency*.

The book ends with a simple rule: *single handle every task*. Once you've established your priorities, get started immediately on the most critical task you have and don't stop working until it's done to your satisfaction. This is the true secret to achieving peak performance and productivity on the job. Don't think about it any longer and Eat the frog! This means that to cultivate the habits of focus and concentration, which may be learned, you will need three crucial qualities: They are decision, discipline, and determination. First and foremost, make a decision to develop the habit of task completion. Secondly, you must discipline yourself to practice the principles you are about to learn over and over again until they become part of the routine. Finally, back everything you do with determination until the habit is locked in and becomes a permanent part of your personality.

As Galileo once wrote, “You cannot teach a man anything; you can only help him find it within himself.” To varying degrees, the ideas in this book may be known to you but this book will bring them to a higher level of awareness. You will see a profound impact in your life if you use these strategies and approaches over and over again until they become habitual. It is pertinent to mention here that aside from the introduction, there is no other significant reference to the eating the frog technique in the book, possibly because it requires no further explanation than that one, but the general theme of taking action remains throughout as an over-arching theme. I don’t think that there is anything in the book that is particularly sophisticated/scientific /methodological but it is a useful compilation of various techniques you can try to overcome procrastination and become more productive with your time. There is not a lot of theory and the book’s focus is on application. Readers of this review should read *Eat That Frog* at least once before attempting to learn a time management system from any other book in the genre. There are loads of exercises and approaches that you can adopt right away, and that is what I appreciate the most about the book — it offers you practical steps so you can start right away. Perfectionism, procrastination, a lack of enthusiasm, and a sense of boredom may all be overcome by reading this book.