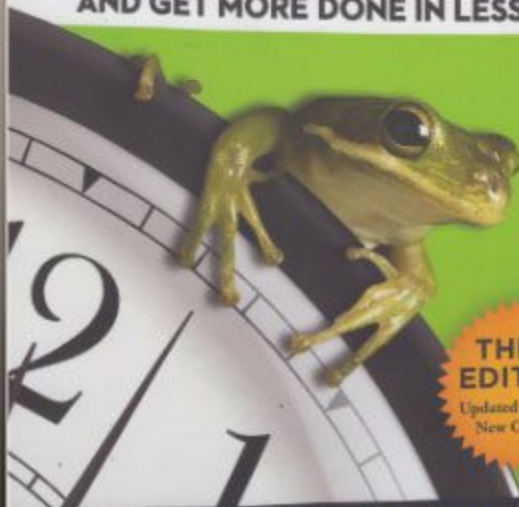


EAT THAT FROG!

21 GREAT WAYS TO
STOP PROCRASTINATING
AND GET MORE DONE IN LESS TIME



THIRD EDITION

Updated with Two
New Chapters

BRIAN TRACY



Eat That Frog!

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

Brian Tracy



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**To my remarkable daughter Catherine,
an amazing girl with a wonderful mind
and an incredible future lying before her**

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STOP PROCRASTINATING

GET MORE OF THE IMPORTANT THINGS DONE—TODAY!



There just isn't enough time for everything on our to-do list—and there never will be. Successful people don't try to do everything. They learn to focus on the most important tasks and make sure those get done. They eat their frogs.

There's an old saying that if the first thing you do each morning is eat a live frog, you'll have the satisfaction of knowing you're done with the worst thing you'll have to do all day. For Tracy, eating a frog is a metaphor for tackling your most challenging task—but also the one that can have the greatest positive impact on your life. *Eat That Frog!* shows you how to organize each day so you can zero in on these critical tasks and accomplish them efficiently and effectively.

In this fully revised and updated edition, Tracy adds two new chapters. The first explains how you can use technology to remind yourself of what is most important and protect yourself from what is least important. The second offers advice for maintaining focus in our era of constant distractions, electronic and otherwise.

But one thing remains unchanged: Brian Tracy cuts to the core of what is vital to effective time management: decision, discipline, and determination. This life-changing book will ensure that you get more of your important tasks done—today!



BRIAN TRACY is chairman and CEO of Brian Tracy International. As a keynote speaker and seminar leader, he addresses more than 250,000 people each year. He is the bestselling author of more than eighty books that have been translated into dozens of languages. He has served as a consultant and trainer to more than 1,000 corporations and more than 10,000 medium-sized enterprises in more than seventy-five countries.



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