

Eat The Frog

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Hi...

I'm Angela Walsh, and I'm part of the Learning and Development Team in HR.

Procrastination – it's a long word but we all know what it means... it's that file that you meant to deal with yesterday or that call you should have made this morning...

No matter how you look at it, it's the avoidance of a specific task which needs to be done.

Sometimes... Procrastination may seem like a way of making life easier – by delaying difficult or more unpleasant responsibilities... but inevitably it backfires to make things more difficult and stressful.

Procrastinators work as many hours in the day and sometimes more than other people... however they invest their time in the wrong tasks.

Often this is simply because they don't understand the difference between **urgent** versus **important tasks**.

They tend to jump straight into getting on with **urgent tasks** which are often less important.

Think about your to-do list... when writing a to-do list, people tend to start with the easy less important things first; simply just to get them out of the way.

There may also be a tendency to do what is quick and easy as opposed to tackling the more difficult and important tasks.

The danger with this approach is that we often don't get to the things that really matter; the 20% of our activities that give us 80% of our results.

So here's some food for thought...

there's an old saying...

"If the first thing that you do when you wake up in the morning is eat a live frog, then nothing worse can happen for the rest of the day".

Now I don't know about you but I think that's a fairly safe assumption!

So my suggestion is... that your frog should be the most important **and** difficult task on your to-do list.

This is the task that you are most likely to procrastinate on.

So if you eat that first it will give you energy and momentum for the rest of the day.

If you **don't** eat the frog and let him sit there on the list while you do a hundred unimportant things, it can drain your energy and you won't even know it.

William James, one of the founders of modern psychology, said...

"Procrastination is attitude's natural assassin".

So with that said, why not start to take a look at your to-do list.

Circle the frog and eat it first.

Let us know how you get on in the forums.

ENDS