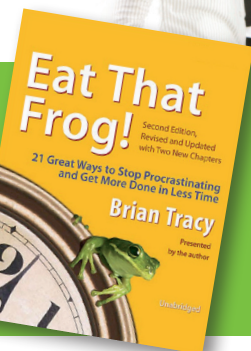


# EAT THAT FROG!

'Double your Productivity, Performance and Output'



This is the most popular time-management system in the world (available in 27 languages).

Time management is really management of your life. Time management is the ability to determine the sequence of events—what you do first, what you do second, and what you don't do at all.

In this fast-moving, one-day workshop, you learn how to apply the most important personal management principles ever discovered to every area of your life.

The goal of Eat That Frog! is to enable you to double your productivity, performance and output.

## The Benefits

- Decide exactly what you want
- Determine your most important goals
- Set priorities in each area of your life
- Unlock your mental powers
- Focus on your most valuable tasks
- Eliminate low-value, no-value activities
- Apply "Zero Based Thinking" to every area of your life
- Downsize, delegate or eliminate non-essential work
- Double your productivity and double your free time



## The Program

1. Personal Goal Setting
2. Mindstorming
3. Diamond Mining
4. Four Ways To Increase Your Productivity
5. Zero-Based Thinking
6. Identify Your Special Talents and Abilities
7. Time Allocation Exercise
8. Constraint Analysis
9. Six Steps To Simplification
10. Decision Making
11. Action Planning



EAT THAT FROG!

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