



# Time Management: Eat the Frog!

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# **Disclosure statement:**

We have nothing to disclose.

# Objectives:

- The participant will be able to identify barriers to effective time management.
- The participant will be able to identify strategies to support effective time management.
- The participant will be able to implement effective time management strategies in their personal and professional lives.

# **ICEBREAKER**

“Time is free, but it’s priceless.

You can’t own it,  
but you can use it.

You can’t keep it,  
but you can spend it.

Once you’ve lost it  
you can NEVER get it back.”

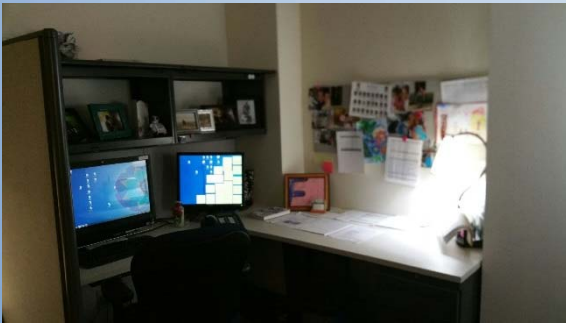
-- Harvey MacKay (author, businessman, columnist)

# Why Time Management?

- Choices
- Prioritize
- Productivity
- Healthy life
- Success
- Energy

# Barriers to effective time management

- Disorganization



- We are “YES” people...
- Multiple “fires” throughout the day
- Social Media/Internet
- Stress
- Anxiety that I don’t know how to do this!

# Eat That Frog!







# Eat that Frog!

“The first rule of frog eating is this:

If you have to eat two frogs, eat the ugliest one first.

The second rule of frog eating is this:

If you have to eat a live frog at all, it doesn't pay to sit and look at it for very long.”

## What's your frog?



# Strategies

# Plan day in advance

- 10 to 12 minutes to plan your day...
- Find a tool and use it.
- Write it down.. Type it out!

**“Proper Prior Planning Prevents  
Poor Performance”**

# 80/20 rule

- **Pareto Principle**
  - **Vital Few**
  - **Trivial Many**
- **20% of your activity = 80% of results**
- **What does this mean?**

# Three questions for maximum productivity

1. What are my highest value activities?
2. What can I and only I do that if done well will make a big difference?
3. What is the most valuable use of my time right now? (What is my biggest frog of all *at this moment?*)

# Creative Procrastination

- Choose what you procrastinate on...
  - Small tasks
  - Low-value activities
- Learn to delegate, defer and dump!

Resolve to: eliminate or deliberately put off 1-2 activities until you have achieved your more important goal!

# ABCDE Method

- Make a list.
- A = Most important
  - A-1,A-2,A-3
- B = “Should do” tasks
- C = “Nice to do” tasks
- D = “DELEGATE”
- E = “Eliminate”
- Discipline yourself! Start with your “A-1” task and do it until it’s finished.

Resolve to: Do this for 30 days = develop the habit of setting high-priority task lists!

# Activity: Law of three

Quick list method

- 30 seconds... write down your three most important goals in life right now
- 30 seconds... write down your three most important business or career goals right now

**Try this at home!**



# Chunks of time

- Use your to do lists and make appointments with yourself to get specific tasks done
- Create imaginary deadlines for yourself

Try this at home!

# Sense of Urgency

- Develop one!
- Highly productive people:
  - Think
  - Plan
  - Set priorities
  - Work steadily and smoothly
- Take action on opportunities and problems immediately... don't put them off.  
Tell yourself “Do it now! Do it now! Do it now!”

# Technology as a servant... not a master

- Don't get addicted!
- Continuous Contact is NOT essential!
  - Close your email and FOCUS.
  - Turn off your phone and FOCUS.
  - Build in “zones of silence” ... 1 hour in morning and 1 hour in afternoon

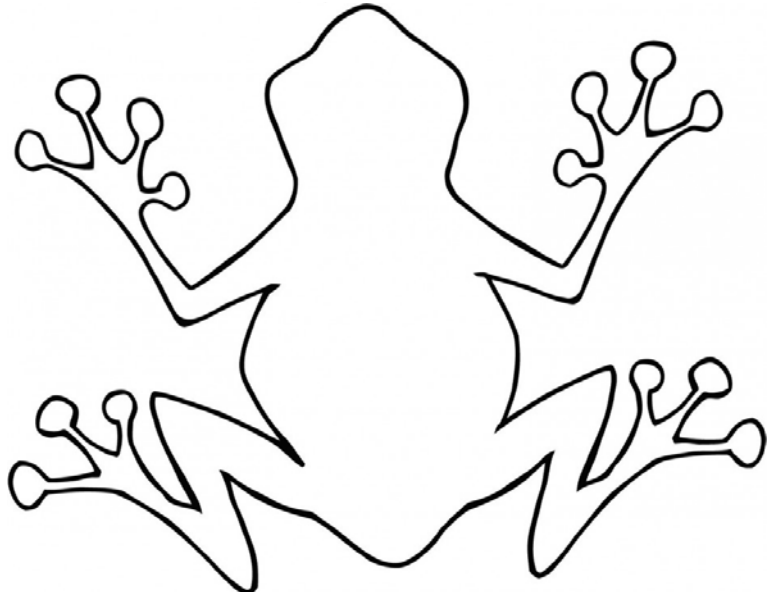
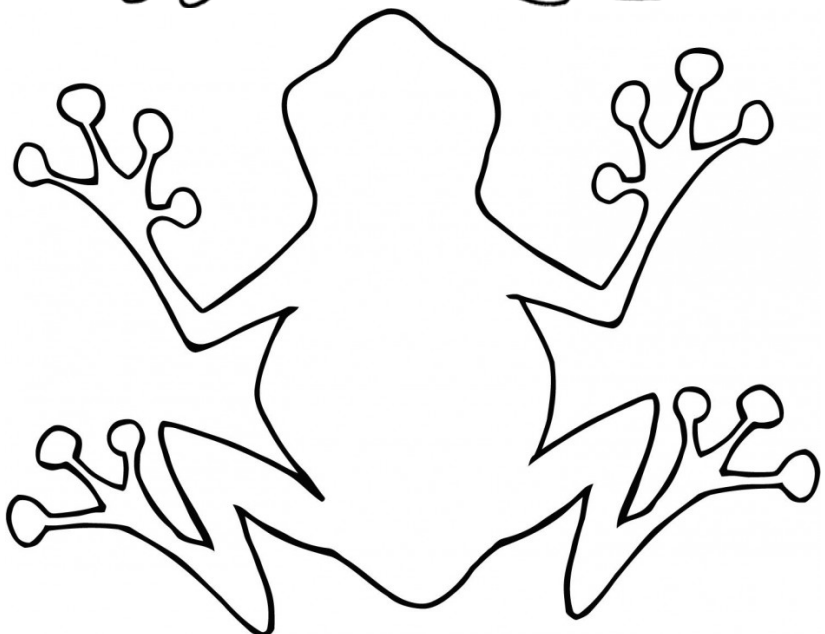
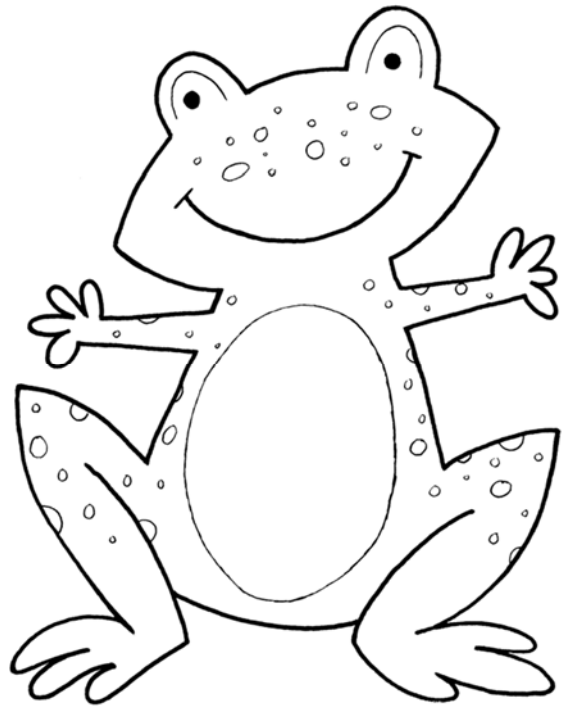
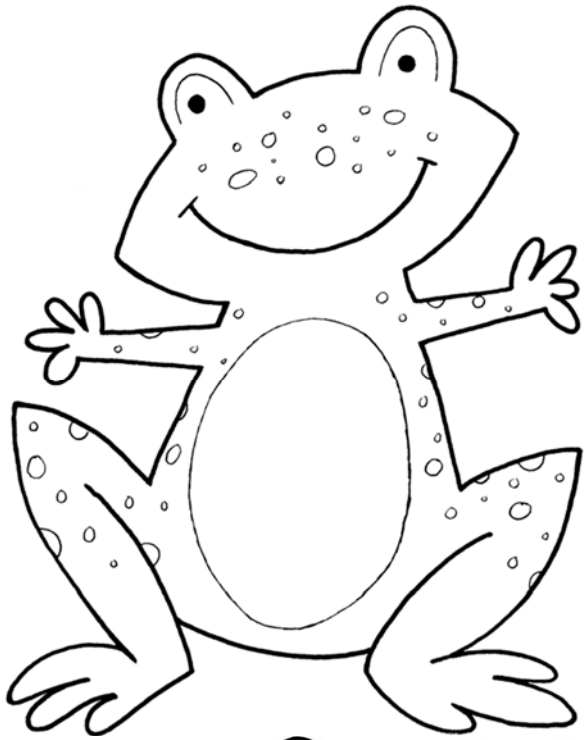
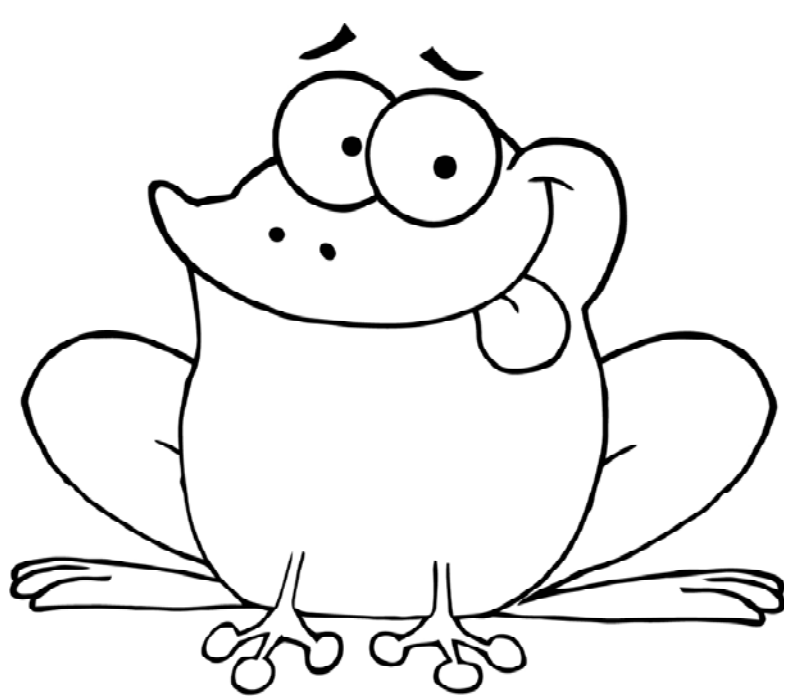
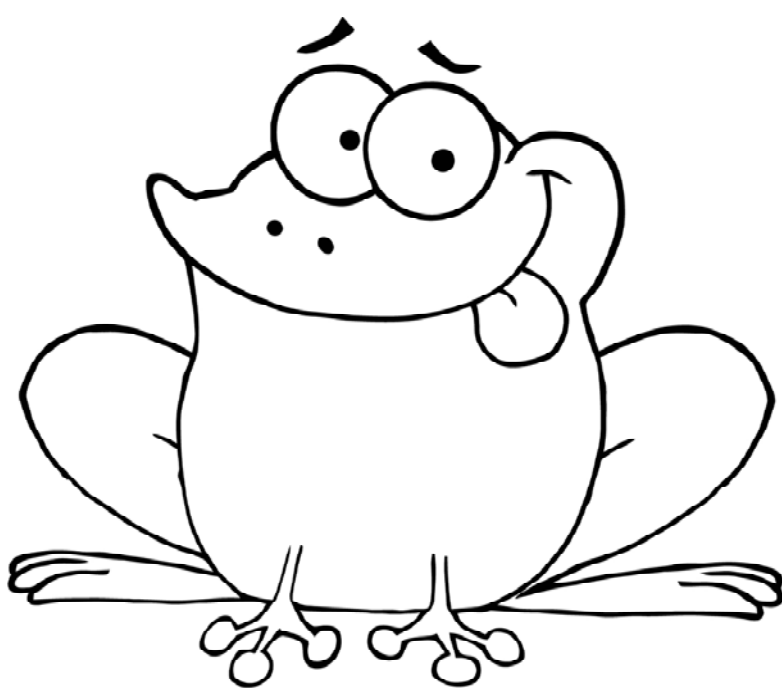
# Practice!

- Practice makes perfect!
- Use these tools until they become second nature to you... Time Management as a habit!



# Reference

Tracy, Brian. *Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*. San Francisco: Berrett-Koehler Publishers, Inc. 2007.



## Workshop - Time Management: Eat the Frog!

- **Make a list.**
- **A = Most important (A-1, A-2, A-3, etc.)**
- **B = “Should do” tasks**
- **C = “Nice to do” tasks**
- **D = “DELEGATE”**
- **E = “Eliminate”**

**Day 1:** Make that list!

**Day 2:** Work on A today

**Day 3:** Work on B

**Day 4:** Work on C, I know it's not easy

**Day 5:** Work on D – who will it be?

**Day 6:** Work on E, it's got to be freeing!

**Day 7-29:** Are you implementing your list?

**Day 30:** How did it go?!

