Eat That Frog Using Toodledo

*Brian Tracy’s, Eat That Frog!,* is a book that describes the essential steps in time management. Mark Twain said “if the first thing you do each morning is to eat a live frog, then you can go through the day with the satisfaction of knowing that that’s probably the worse thing that will happen all day.” This is the key concept that Tracy follows in his book. Your frog is your biggest, most important task that will have the greatest positive impact, whether in your professional or personal life. Toodledo is a great first step in accomplishing this concept.

Tracy mentions that a time planner can be one of the most powerful personal productivity tools of all. Toodledo is an extremely useful time management tool that can help you complete the steps mentioned in *Eat That Frog!*. For example, the ABCDE method mentioned in the book can be a great way to begin using Toodledo. The method suggests that you list all of your tasks, then go back and label them from A-E, with “A” being the most important. If you have more than one important task, then you can label A1, A2 and so on. You can start Toodledo by entering all your tasks, then going back and editing them by importance. You can tag the tasks using the A-E method, or you can prioritize them, using the priority field to get the same effect. Next, you can sort your tasks by importance, with the most important tasks at the top of the list, then you can begin to “eat your frog”.

There’s an old question mentioned in the book. “How do you eat an elephant?” The answer being “one bite at a time.” So, how will you accomplish your most important task (your frog)? One subtask at a time. “Subtasks” is a valuable feature that Toodledo offers. Once you have all your tasks sorted, you can go back and add subtasks, which can be the steps in accomplishing the main task. There are many different ways to use Toodledo, so once you find the most productive way for you, your frogs will start disappearing one at a time.

Most of us have “frogs” in many areas of our lives. Work frogs, personal frogs, health and fitness frogs, family frogs and so on. Toodledo is a highly customizable to-do list that allows you to separate these important areas by folders. You can add a work folder and have all your tasks and subtasks listed inside. The same goes for any folder that you choose to have.

Another important topic in *Eat That Frog* is creative procrastination. Procrastination affects most people’s lives negatively. “If you have to eat a live frog at all, it doesn’t pay to sit and look at it for very long,” said Tracy, which is the second rule of frog eating. It’s impossible to do everything at once, so procrastination is inevitable. It’s easy to procrastinate on your most important tasks (“A” tasks) because they’re harder, but it’s important to jump straight into those and allow procrastination on your B-E tasks. Toodledo has a very helpful system that will allow you to conveniently hide certain tasks (B-E tasks) and let you to focus solely on your frogs. This feature is called filters. You can turn filters on and off at anytime to hide and reveal tasks that match the filter you choose.

Finally, using Tracy’s “Eat That Frog” method and Toodledo simultaneously will allow you to manage time and tasks in a smooth fashion. Using a motivational method, along with a strong time management tool like Toodledo, you will conquer your tasks in less time. Toodledo and *Eat That Frog!* will help you to take the first step, motivating you to keep going until the job is complete.