Eat That Frog! by Brian Tracy

1

Complete the sentences with the words in the box.

author	*Excuses*	speaker	books	*Earn*	into	*Eat*

Brian Tracy (born January 5, 1944) is a Canadian-American motivational public _____[1] and self-development _____[2]. He is the author of over eighty _____[3] that have been translated _____[4] dozens of languages. His popular books are _____[5] *What You're Really Worth*, _____[6] *That Frog!*, *No* _____[7]*! The Power of Self-Discipline* and *The Psychology of Achievement*.

adapted from *www.wikipedia.org*

2

Complete the questions with the correct form of the words in brackets.

1. _____ (you / ever / hear) about Brian Tracy?
2. What _____ (be) the most significant change in your life so far?
3. What book _____ (change) your life, and how?
4. _____ (you / find) life coaching and career coaching useful, and how?
5. _____ (you / control) how much time _____ (you / spend) on specific activities?
6. If you have two important tasks before you, _____ (you / start) with the harder one?
7. What _____ (be / see) as a big waste of time but actually isn't?
8. _____ (procrastination / equal) laziness?
9. What _____ (you / can / achieve) if you managed your time better?
10. _____ (it / be) important to develop self-discipline in life?

3

In pairs, ask and answer the questions from the previous exercise.

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4

Match the words with their definition.

1. to tackle something	A. a close connection with the subject
2. to procrastinate on something	B. because you do it regularly or often
3. upcoming	C. determination
4. to be distracted	D. going to happen soon
5. to complete something	E. to be unable to pay attention
6. relevance to something	F. to finish doing/making something
7. to get ahead	G. to give some work/power to somebody
8. to delegate something to somebody	H. to keep delaying something
9. out of habit	I. to make progress
10. willpower	J. to try to deal with a problem

1	2	3	4	5	6	7	8	9	10

5

Complete the article with the words in the box.

saying procrastinating challenging knowing tackling

It's time to stop _____[1] and get more of the important things done! After all, successful people don't try to do everything. They focus on their most important tasks and get those done. They eat their frogs.

There's an old _____[2] that if the first thing you do each morning is eat a live frog, you'll have the satisfaction of _____[3] you're done with the worst thing you'll have to do all day. For Tracy, eating a frog is a metaphor for _____[4] your most _____[5] task—but also the one that can have the greatest positive impact on your life.

adapted from www.amazon.com

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6

Watch the video*.  Are the sentences true (T) or false (F)? Correct the false ones.

1. Brian Tracy wants to teach you a method of time management that has changed few people's lives forever. 1. _____
2. You should tackle your biggest, most important task last. 2. _____
3. This task, or frog, is the one that you are most likely to procrastinate on. 3. _____
4. It's also the task that can have the greatest negative impact on your life. 4. _____
5. The ABCDE method is a powerful priority-setting technique that we can use every single day. 5. _____
6. You start off by making a list of everything you have to do for the coming week. 6. _____
7. You may start work without a list. 7. _____
8. An A item is defined as something that is not very important. 8. _____
9. The rule is that you should never do a B task when there's an A task left undone. 9. _____
10. Most people spend 90% of their time on C tasks that have no relevance to their work at all. 10. _____

* Tracy, Brian. *Eat That Frog & The ABCDE Method*. www.youtube.com/watch?v=FKOMTZ7PPLg

7

Discuss these questions.

1. What are your three most important **business or career goals**, right now?
2. What are your three most important **family or relationship goals**, right now?
3. What are your three most important **financial goals**, right now?
4. What are your three most important **health goals**, right now?
5. What are your three most important personal and professional **development goals**, right now?
6. What are your three most important **social and community goals**, right now?
7. What are your three biggest **problems or concerns** in life, right now?

adapted from B. Tracy, Eat that frog!, 59.

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8

Make out a list of **ten** goals you want to accomplish in the next year. Write your goals as though a year has already passed and they are now a reality. Use the present tense, positive and personal case so that they are immediately accepted by your subconscious mind. For example, you would write: “I earn X number of dollars per year.” Or “I weigh X number of pounds.” Or “I drive such and such a car.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Review your list of ten goals and pick the one goal that, if you achieved it, would have the greatest positive impact on your life. Whatever that goal is, set a deadline, make a plan, take action on your plan and then do something every single day that moves you toward that goal. This exercise alone could change your life!

adapted from B. Tracy, *Eat that frog!,* 20-21.

9

Paraphrase the following quotes. What do you think about them?

> The secret of getting ahead is getting started.
> —Mark Twain

> The shorter way to do many things is to only do one thing at a time.
> —Wolfgang Amadeus Mozart

> Give me six hours to chop down a tree and I will spend the first four sharpening the axe.
> —Abraham Lincoln

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10

Complete the idioms with one word in each gap. The first letter is given.

1. The US Constitution has withstood the **t**_____ of time.
2. While time may not necessarily **h**_____ all wounds, it does give us an opportunity to process our feelings.
3. Be patient, you'll hear the result all in **g**_____ time.
4. It's a race **a**_____ time to vaccinate the world.
5. Time **f**_____ when you're having fun.
6. They're just **p**_____ for time, hoping that the situation will resolve itself.
7. Come on, there's no time to **l**_____, we have to get home before John finds out.
8. Your parents think time is on their **s**_____, and that you'll stop asking if they're patient.
9. OK, everyone, time's **u**_____ – hand in your tests.
10. In a relationship, you have to **m**_____ time for each other.
11. Only time will **t**_____whether we made the right decision.
12. That birthday party was super fun, all the children had a **w**_____ of a time.

11

Match the question halves, and then answer them.

1. Do all doctors have...	A. a matter of time?
2. Is it high time you...	B. a waste of time?
3. Do buses in your city...	C. too much time on your hands?
4. Is it possible to have...	D. behind the times? In what way?
5. Is commercial space travel...	E. emotional wounds?
6. Is watching movies...	F. kill time in prison?
7. What are the different ways to...	G. run on time?
8. Do you think time heals...	H. for time at school at the moment?
9. Are you pressed...	I. to race against time?
10. Are your parents...	J. found a job?

1	2	3	4	5	6	7	8	9	10

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