

"Eat a live frog first thing in the morning and nothing worse will happen to you the rest of the day."

-Mark Twain

Eat a live frog?!?! What are we talking about?

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21 WAYS TO STOP PROCRASTINATING

- **1.** Set the table.
- 2. Plan every day in advance.
- **3. Apply** the 80/20 rule
- 4. Consider the consequences.
- 5. Practice the ABCDE method continually.
- 6. Focus on key result areas.
- 7. Obey the Law of Forced Efficiency.
- 8. Prepare thoroughly before you begin.
- 9. Do your homework.
- **10. Leverage** your key special talents.
- 11. Identify your key restraints.

- 12. Take it one oil barrel at a time.
- **13. Put** the pressure on yourself.
- 14. Maximize your personal powers.
- 15. Motivate yourself into action.
- **16. Practice** creative procrastination.
- **17. Do** the most difficult task first.
- **18. Slice** and dice the task.
- **19.** Create large chunks of time.
- **20. Develop** a sense of urgency.
- **21.** Single-handle every task.



Set the table...

Plan every day in advance...

Identify your key restraints...

Create large chunks of time...

Single-hand every task... be holding your coffee with the

Practice creative procrastination...

EAT THE

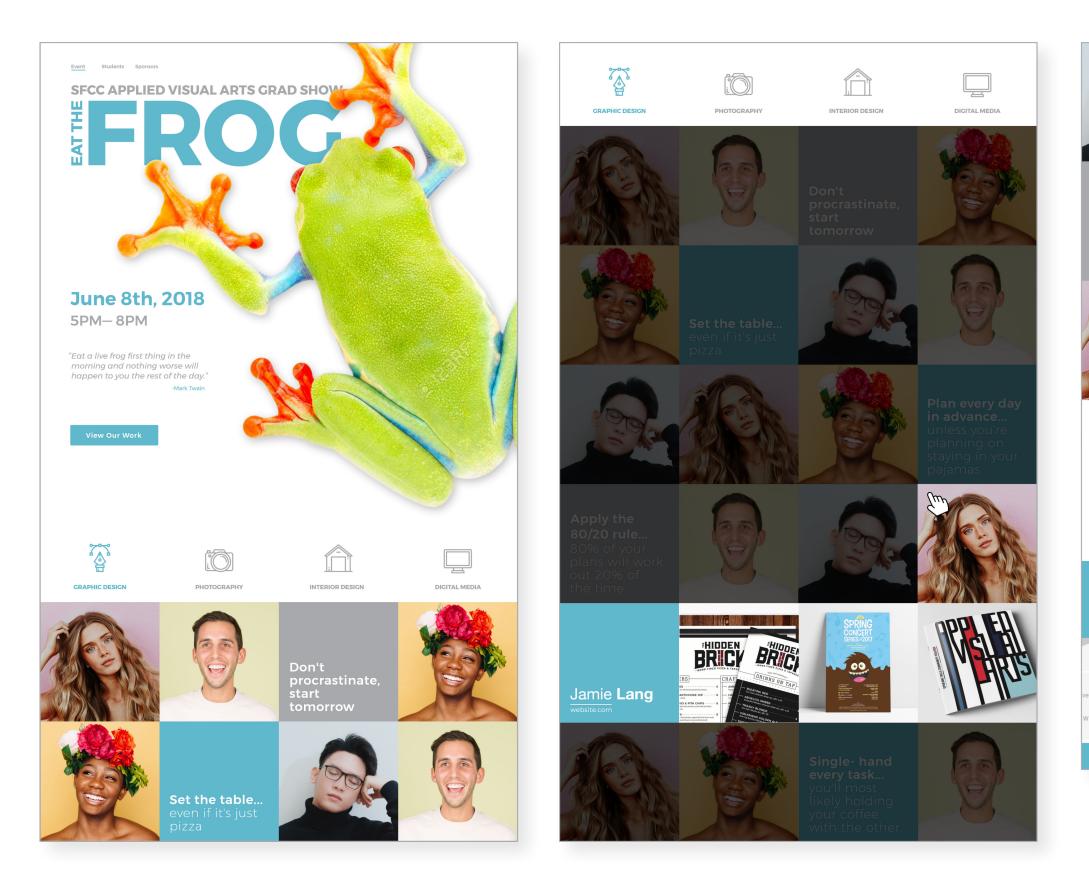


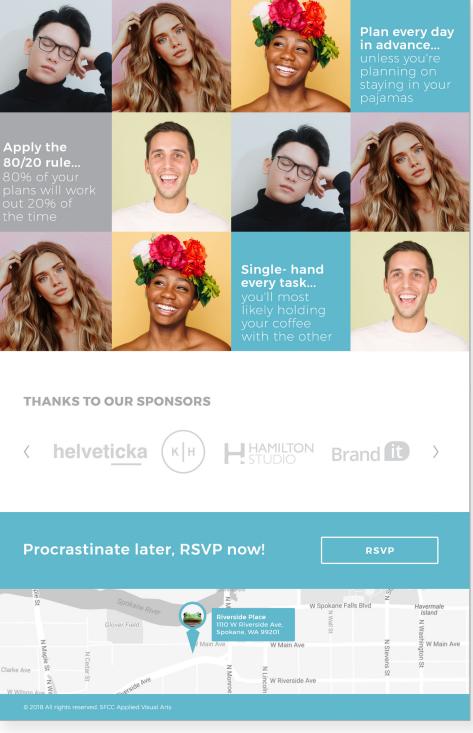








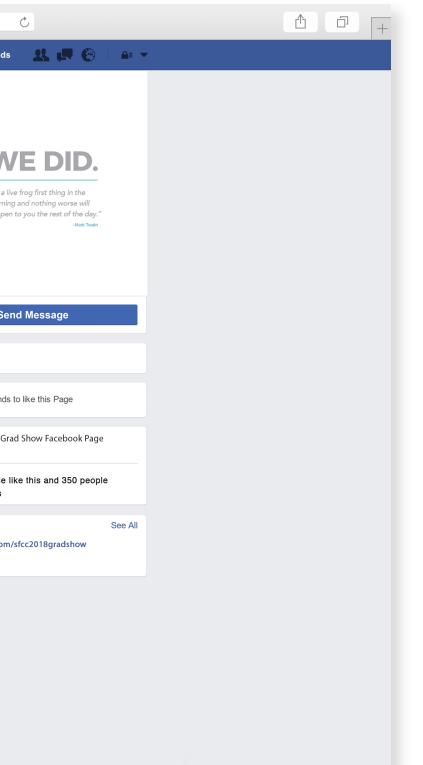




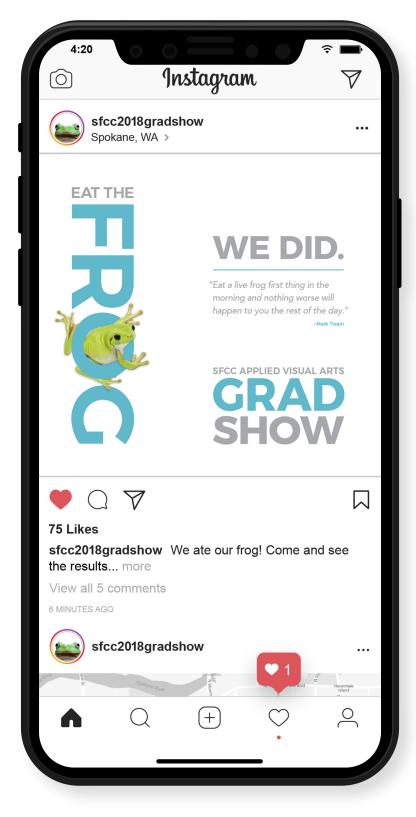


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O INSTAGRAM





MAILER FRONT





MAILER BACK

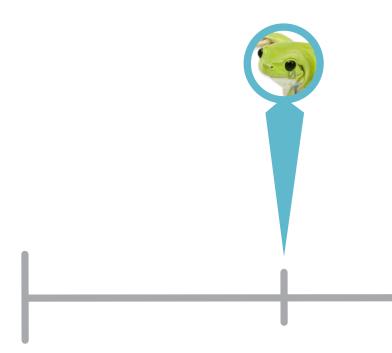


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4 weeks

Website Launched.
Social media pages created.
Social media invites and link to the website sent.







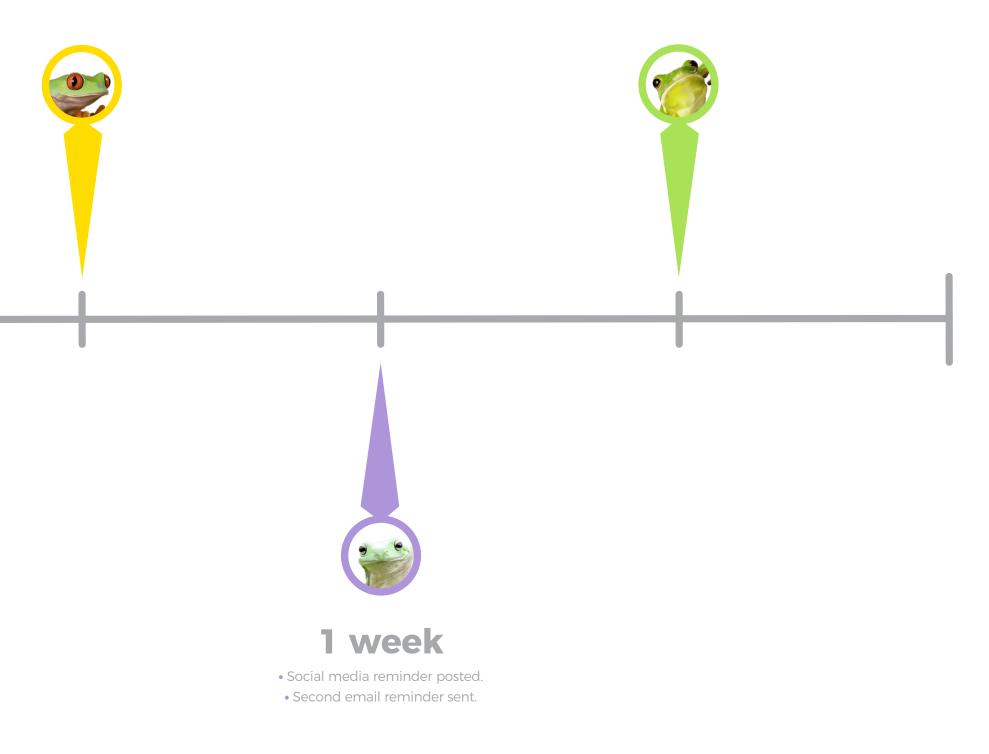
Direct mailers sent.
Drop off leave behinds.
First email sent.



Posters go up.First email reminder sent.

Day of the event

Final social media posts.Final email reminder sent.





Thank you!