

## Eat That Frog – Brian Tracy

I think all of us would like to increase our productivity either at work or at home.

Have you thought about how much of your day is spent juggling tasks? Do you always leave the worst until last? This is ***your frog!***

I should point out quickly that this book is not encouraging any kind of animal cruelty! ***Your frog*** is the task that you least feel like doing, the one that is pushed to the end of the day or worse doesn't get done at all.

This book is short and to the point, for list based people it is ideal and will help you remove the obstacles that are stopping you completing your task list. The book is broken down into 21 different suggestions on getting more done in less time.

My favourite has to be P P P P P – Proper Prior Preparation Prevents Poor Performance, this goes along with the saying “by failing to prepare you are preparing to fail” something we at Simple HR try to follow in all our work.

I don't think this book is mind blowing but it brings together all the ideas that various people have written over the years to help prevent procrastination.

If you need help planning and organising your day and more importantly ***eating that frog*** then this book is a must for you.