

# SKILL 1 – COMPLEX PROBLEM SOLVING



## 1) DESCRIPTION OF THE TOOL

### Name of the tool: Eat the frog!

The productivity method, called the eat the frog method, is a great way to organise and tackle your daily task list.

The "eat the frog" approach serves as a prioritisation and productivity technique aimed at helping individuals in pinpointing challenging tasks. The concept revolves around recognizing one particularly difficult task (referred to as "the frog") and tackling it as a priority first thing in the morning ("eating" it).

In essence, eating the frog entails identifying the most challenging task of the day and accomplishing it before engaging in any other work. In instances where multiple challenging tasks exist, it is advisable to tackle the more substantial one first. The method emphasises identifying the most demanding task and addressing it promptly.

**Time:** 20 minutes

## 2) OBJECTIVES OF THE TOOL

- Cultivate prioritisation skills by critically analysing what's most important.
- To prevent procrastination in order to enhance productivity
- Complete the tasks at hand.
- Understand time allocation

## 3) CONNECTION OF THE TOOL WITH THE SKILL

"Eat The Frog" strategy connects with time management skills by emphasising the prioritisation of tasks based on their importance and impact. By identifying and tackling the most significant task, or "frog," first thing in the morning, individuals effectively manage their time by allocating resources to tasks that yield the greatest results.

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Additionally, breaking down larger tasks into smaller, manageable steps helps individuals allocate time more efficiently. This approach allows for better planning and estimation of time needed to complete each component, aiding in the effective utilisation of available time.

## 4) RESOURCE MATERIALS

- Calendar (a virtual or an actual one)
- Coloured markers for colour blocking

## 5) HOW TO APPLY THE TOOL

Achieving peak performance and productivity hinges on cultivating the lifelong practice of addressing your primary task first thing every morning. It's imperative to establish the habit of "eating your frog" before engaging in any other activities, without overthinking or delaying the process.

1. Identify your frog, also known as your Most Important Task (MIT). It's typically significant but not urgent, often causing mental resistance and procrastination if not tackled deliberately.
2. Select a task that can be completed in 1-4 hours, ensuring it's clearly defined and realistic. Finishing it before lunch offers a tangible accomplishment and boosts motivation for the day ahead.
3. Break down larger tasks into manageable steps if necessary, with each step taking no more than 4 hours. This approach ensures steady progress and maintains focus on immediate priorities.
4. Avoid planning too far ahead by focusing on daily tasks rather than scheduling frogs for the entire week or beyond. Embrace each day with a fresh start and singular focus.
5. Prepare your frog the night before by setting up necessary resources and materials. This proactive approach minimises resistance and distractions, enhancing productivity and task completion.

*Tip: Organise your frogs with work management tools which keep tasks in one place, help with prioritisation and promote collaboration*

## 6) WHAT TO LEARN

"Eat The Frog" method champions **deep work** by emphasising tasks that demand full mental engagement in today's bustling work environment. Coined by Cal Newport, this approach advises individuals to resist both external distractions and internal interruptions, ensuring undivided attention

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remains on high-impact tasks like coding or strategizing. By **prioritising personal agendas** before succumbing to reactive habits like checking emails or responding to messages, individuals can maintain focus and productivity amidst the noise of modern work life.

Furthermore, "Eat The Frog" fosters a **sense of accomplishment** by encouraging the completion of meaningful tasks on a daily basis. It optimises peak productivity hours effectively, channelling energy towards mentally taxing work during optimal times. Despite its simplicity, the method offers **universal applicability**, empowering individuals to make progress on significant tasks regardless of their role or circumstances.



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