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# Eat That Frog Summary PDF Cheatsheet —

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- ? 1. **Eat That Frog:** The main idea is to do the hardest thing first, every single day
- ?? 2. **Setting Clear Goals:** Gain clarity by writing down a daily action plan for reaching your goals
- ? 3. **The 80/20 Rule of Prioritization:** Focus your efforts on tasks with the highest impact
- ? 4. **Long-Term Perspective:** Overcoming procrastination by aligning your daily decision-making with long-term goals
- ? 5. **The 10/90 Planning Rule:** Spend a small amount of time in daily planning to save a lot in execution.
- ? 6. **One Step at a Time:** Break down overwhelming tasks into small, manageable steps
- ?? 7. **The ABCDE Method:** Categorize and prioritize each task by importance for optimal productivity
- ? 8. **Leveraging Technology:** Mastering digital tools for increased productivity and focus

**This is just a sample!**

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