



## Work Smart: Do Your Worst Task First (Or, Eat a Live Frog Every Morning)

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March 22, 2010

The best work habit you can get into, is very simple. Do your worst task first thing in the morning. Every given day you have one major to do that is highest priority. When the whole day is stretching out in front of you, it's easy to put it off until after you've had your coffee, check your email, or go to that meeting. But the first thing you do at work, sets the tone for the rest of the day.



Do your worst task first. By worst I mean most important, and by most important I mean the task you're most likely to procrastinate on. That deadline you're dreading, those slides for the presentation you don't want to give, research you're afraid will turn up information you didn't want to hear--do it, first thing, before you have time to think about it too much.



Author Brian Tracy calls this eating your frog, quoting Mark Twain. Twain famously said, "if you eat a live frog first thing in the morning, you can go through the rest of the day knowing the worst is behind you." Your frog is your worst task, and you're going to do it first thing in the morning.

First thing in the morning your mind is clear, the office is quiet, and you haven't been pulled in the six different directions yet. It's the one opportunity to prioritize the thing that's most important to you. Before your phone starts ringing and your email box starts dinging. By knocking something off your to do list first thing in the morning, you get both momentum and a sense of accomplishment before 10 am. Set yourself up to eat your frog first thing tomorrow morning, last thing tonight. Choose your frog, write it down on a piece of paper and leave it out so it's the first thing you see in the morning. You can even gather materials you'll need and leave those out as well.

Getting things done is a habit, and if you can start everyday by accomplishing something important, you'll be more productive than 90% of the people in your office.