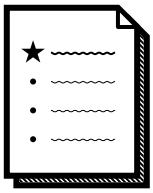
DO SOMETHING SIGNIFICANT FIRST

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

Express It

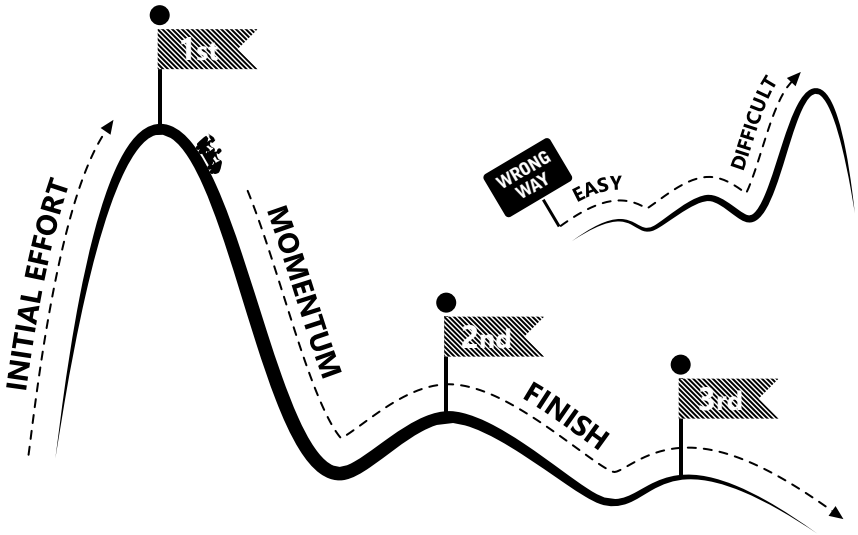
SPEAK IT



Speak what's below *out loud*, with enthusiasm, certainty, and belief. **Improvise** what you say as *much* as you want (actually, this is preferred). **Visualize** what you say - see it in your head before the words leave your lips. **Brackets** contain instructions that explain something specific to do.

What, Why, and How

- Whenever possible, **you accomplish something significant when you start my work day**. Often times, it's the one thing that you look forward to doing the *least* because:
  - It's *not easy* to do
  - It's *not fun* to do
- Doing something significant first each day is like riding a roller coaster (see graphic) - the **initial effort** and energy to get up the first hill (do a significant task) is considerable, and it's going to seem slow-going. But, once you've reached the top (completed the significant task), what follows is whole bunch of **momentum**, which allows you to **finish** traveling over smaller hills (complete smaller tasks) faster and more easily.
- Leaving something significant (**difficult**) to do for some time later in the day, usually means you won't do it, because after spending the day doing **easy** tasks, you just don't have the energy or motivation you need to do anything of real significance (see graphic).

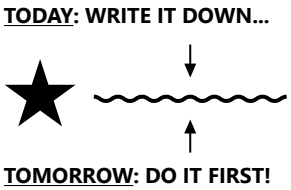


- ***When you:***
  - Reach the end of your work day

  Then you will:
  - **Identify and choose something significant that you need to do tomorrow:** You will write it down to clearly identify it in your mind as the thing you must do first, as well as gather any tools, materials, or resources you need to work on it.

- ***When you:***
  - Start your work day

  Then you will:
  - Work on/complete the significant task you identified and wrote down yesterday.



EXPLAIN IT

- Identify the most significant task you should work on tomorrow, then explain what it is, why you want to do it (why it's so important/urgent), and some simple steps about how you will complete it.
- Say out loud 3 of the most significant tasks you regularly need to do first each day, why they're significant, and how you can prepare the night before to complete them.