
How To Have A Good Day By Eating A Frog!

Sally Vaughan
Director, NHS Elect



Rules of frog eating

- First rule of frog eating:
*If you have to eat two frogs,
eat the ugliest one first*
- Second rule of frog eating:
*If you have to eat a live frog,
it doesn't pay to sit and look
at it for very long!*



There is never enough time to do everything, but there is always enough time to do the most important thing

Set the table

1. Decide what you want
2. Write it down
3. Set a deadline/sub-deadline
4. List the component parts
5. Organise the list into a plan
6. Take action immediately
7. Do something every day



**Plan your list for the following day
the night before so your
subconscious mind works on it
while you sleep**

Three Questions

1. What are my highest value activities?
 2. What can I, and only I, do that if done well will make a real difference?
 3. What is the most valuable use of my time right now?
-



Overcoming Overload

Mindful pause

Get it out of
your head –
write it down

Identify your
most important
thing

Identify your
smallest first
step

Try to set
some
boundaries

Automate
small daily
decisions

Single tasking
helps with all
of this

You are likely to feel happier and more powerful when you start and complete a task of any kind. Each small step forward energises you

**Don't forget
about your frog!**



By concentrating on your most important task, single-mindedly, you can reduce the time required to complete it by 50% or more

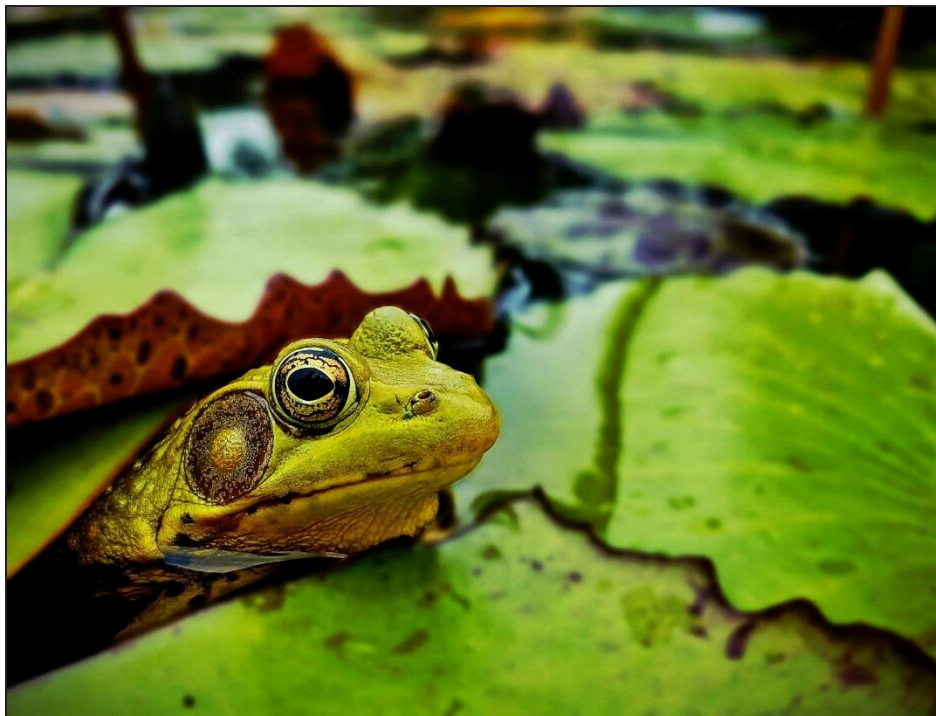
Identifying your frog

Think about next week:

- What really matters most right now?
- What really has to happen next week?
- Think forward to the end of next week. What will you be most pleased or relieved to have done?



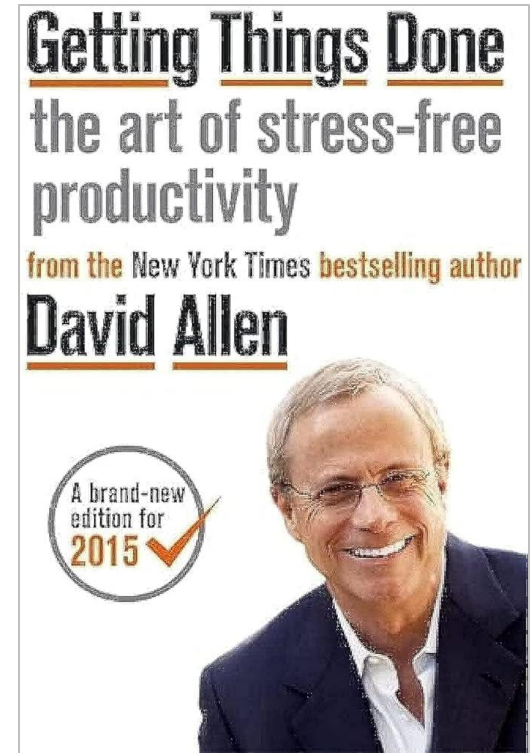
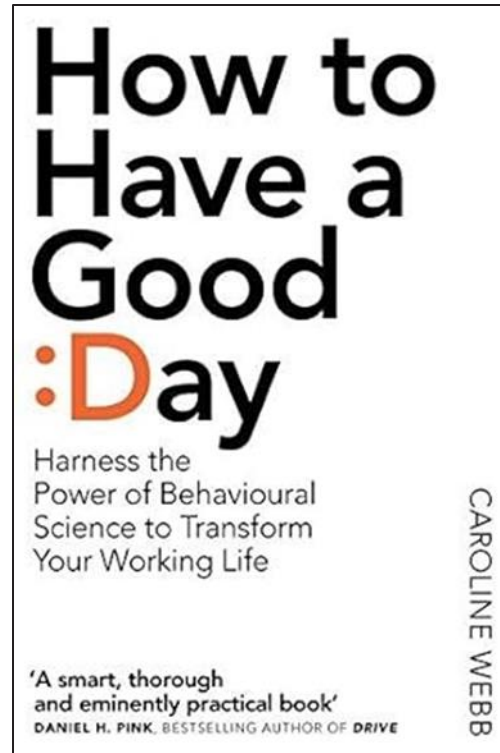
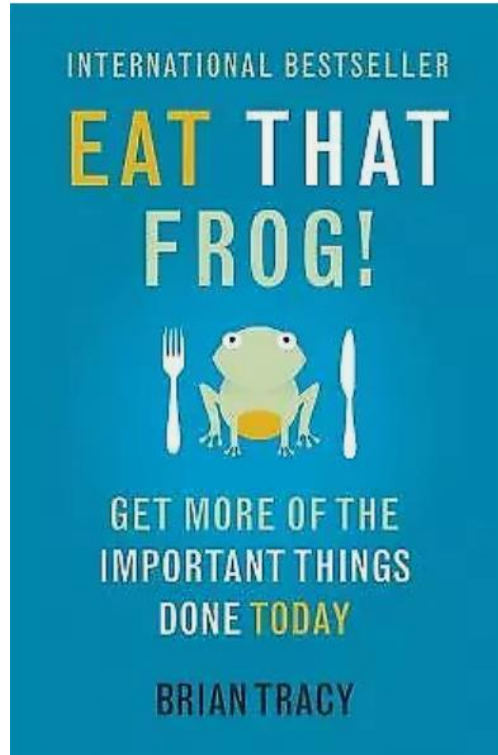
How to have a good day



- One thing at a time
- Most important thing first
- Start now



Further reading



Thank you

You can contact us at:

sally.vaughan@elect.nhs.uk

