



ACTION GUIDE - EAT THAT FROG

One of the biggest differences between the RBC and other book clubs is this action guide. So often, we don't make time to read. And even if we do, we don't take the time to really absorb what we've learned – and put it to action in our life. The purpose of this guide is to help you document your Aha! moments and points you want to remember in one handy place, and give you a simple guide to refer to to refresh your memory and keep you on track in the future.

The point is not to recap the ENTIRE book, but instead to pull out the 20 percent that is going to make the biggest difference in your life.

Set your priorities.

MY TOP THREE PRIORITIES ARE:

1. _____
2. _____
3. _____

Set your goals.

MY TOP THREE GOALS ARE:

1. _____
2. _____
3. _____

*“EVERYTHING I DO THAT IS NOT RELATED
TO THESE PRIORITIES AND GOALS
IS A RELATIVE WASTE OF TIME.”*

From the past homework sheets, what were your big AHA moments?

WEEK 1: _____

WEEK 2: _____

WEEK 3: _____

WEEK 4: _____

Some tips to remember:

- Plan the day ahead.
- Take advantage of small windows of time.
- Tackle the biggest frog first.
- Do the next right thing – and the next, and the next.
- Don't worry about how you “feel” about what is on your list – just do it.
- Remember the 80/20 rule – only 20 percent of your to-do list, emails, etc. matter.
- Address your limiting skills.
- Figure out what your unique skills and highest-value activities are.
- Train yourself to complete things!

If you'd like an even greater level of coaching around the books we're reading, consider joining the [Living Life Louder Group Coaching](#) program!

