



WEEKLY QUESTIONS - EAT THAT FROG

Week 4: Ch. 18-Conclusion

The questions below are intended to make you think about the material you are reading and how it applies to your own life, as well as where you can make changes. You can answer these questions on your blog, in a journal, or in our [Facebook group](#) – or all of the above! If you are behind, don't worry. All the information will be there for you to come back to at your own pace. No stress. No judgment. No guilt!

QUESTIONS:

1. Ch. 17 is all about making technology our servant, not our master. Do you feel that technology has overstepped its boundaries in some areas of your life, becoming a time suck rather than a time saver? If so, where? (Facebook, anyone?)
2. When BT talks about 80 percent of the emails in your inbox being of no value (p. 92), he means in terms of your number one goal or highest priorities. What are your top three priorities? Do the emails in your in-box relate to those priorities?
3. Have you ever detonated your inbox and deleted everything? If so, how did it make you feel? If not, is the idea attractive?
4. In Ch. 18, BT dives into the idea of a project vs. a task. We can't "do" projects, but we can do the tasks that make them up. What is one project that's not getting done, but is one of your top priorities? What is the "next right action" towards its completion?
5. While great big chunks of time might be available for some people, as BT writes about in Ch. 19, most of us need to learn to operate in smaller chunks. What are your "gifts of time" in your life, as he writes about on p. 103? (In the car, 15 minutes in the morning before everyone gets up, waiting at the doctor's office, etc.)
6. I love the idea of "a bias for action," as explained in Ch. 20. Are you more of a thinker and muller, or are you an action-taker? Do you research and delay more than needed to prepare yourself for action?
7. Ch. 21 refers to the idea of handling things once. Again, a great ideal to strive for, but is it realistic in your life (it's not in mine!)? If you aren't able to single-focus for extended periods of time, can you single-focus for short periods, consistently? I love this quote:

"The truth is that once you have decided on your number one task, anything else that you do other than that is a relative waste of time." (BT p. 110).

8. From this section of the book, what is your biggest takeaway? How will you apply it to your life?

Summary:

- Right action is action taken in the direction of our number-one priority. We must know that priority or NOTHING is a "right action."
- Consistent focus is necessary for progress, even if it's consistent focus in small parcels of time.
- Create a bias for action where you do not delay in taking the next step.

DEFINE YOUR GOAL AND THEN TAKE THE NEXT RIGHT ACTION OVER AND OVER AGAIN.