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How time management is like eating elephants and frogs

... continued from Page D12

The key to managing and completing undesirable tasks (frogs) has to do with identifying the tasks that you dread doing. These tasks require the most energy and focus so it should be done when you are feeling the most energized and focused. This best focus period in a day or week is different for everyone. It is important that you identify and know when that time is for you. Is it first thing in the morning or late at night? Early in the week or on the weekend? Using this strategy to “eat the frog” helps to develop new work habits that can be invaluable. Learning to focus your mental resources on one task is very effective, not to mention, efficient.

I find that while you are learning to implement this new focus strategy to manage undesirable tasks, it’s important to remove all distractions. That means turning off your phone, not looking at email, or even putting a “do not disturb” sign on your office door. Uninterrupted focus is the key! Your task is the priority and you are in control.

In summary, your large project is the elephant that you will break down into smaller pieces. The frogs are the undesirable or difficult tasks that you need to complete with uninterrupted focus. So get out and eat your elephants and frogs. You can do this!



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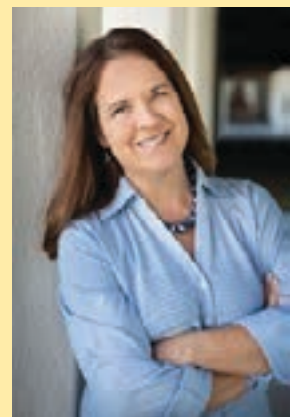
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Professional Organizer, Jennifer Raftis, CPO® founded Efficiency Matters, LLC to help you with all of your organizing needs for your home and business. She is a Certified Professional Organizer and an active board member with NAPO, National Association of Productivity and Organizing Professionals. She is also an independent representative for The Container Store and has expertise in designing closets, garages, pantries, playrooms and more.



In addition, she is a Corporate Organizing and Productivity Consultant and has worked with Fortune 500 companies across the U.S. Another large part of her business is move management especially working with seniors who are downsizing. She and her husband have lived in Moraga for 30 years, raising 3 kids and working countless volunteer hours with many local non-profit organizations and schools. Jennifer@efficiencymattersllc.com, 925-698-3756 www.efficiencymattersllc.com