

## **Eat the frog first thing in the morning**

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**A minister wrote in his weekly column in the church newsletter that he was setting goals for the new year. One of his goals was to clean up his desk. Another of his goals was to find last year's goals.**

**Someone once shared, "Life is not measured by the number of breaths we take, but by the moments that take our breath away." The problem is that many of us get so busy taking breaths that we miss out on breath taking moments. Focusing on and organizing parts of our jobs and life can help us gain the time we need for those special moments and people in our live.**

**I recently received five strategies that might help us make the most of our time and thus the most of our lives. They're too good not to share.**

**First, "Eat the Frog." Mark Twain said if you eat a frog first thing in the morning that will probably be the worst thing you do all day. So, if we start our day by tackling an important task, especially if it is a task we aren't crazy about, then the worst will be behind us, and we realize a sense of freedom.**

**Second, "Con-crastinate." If pro-crastinating means putting things off, con-crastinating should be doing things immediately. Work in 15 minute increments. If there is a task you don't like, set a timer and do it for 15 minutes. At the end of 15 minutes, you will be amazed at how much you've accomplished. At that point, either stop or if you have built up some momentum, keep going.**

**Third, nix the multi-tasking. We pride ourselves on being able to do two, three, or four things at once, and that is fine if the activities are fairly simple, like stuffing envelopes while on a conference call or eating lunch while reading e-mail. But if at least one of the tasks is more complicated, like putting together a PowerPoint presentation or writing a report, then it deserves our full attention. We would be best served to set aside a period of time that we can devote to that one task without interruption.**

**People tend to make fewer mistakes and get more done in less time when they do this.**

**Fourth, “Buddy Up.” We don’t always have to do everything ourselves. Many hands make light work and share the load. In addition, the support and companionship is an added blessing that enables more work get done in less amount of time. Furthermore, science has shown we need the equivalent of 17 good affirmations a day through appropriate hugs, handshakes, or verbal encouragements in order to thrive. We do that through teamwork and connecting with people.**

**Fifth, plan it out. A few minutes of planning can save us hours of time. First thing in the morning or at the end of the day, take a few minutes to plan. It doesn't have to be a long formal process, all we need to do is just jot down the things we want to do that day or the next. It’s amazing how much we can accomplish when we do this.**

**Let me close with another shared insight. The key to a better life: Complain less, appreciate more. Whine less, laugh more. Talk less, listen more. Want less, give more. Hate less, love more. Scold less, praise more. Fear less, hope more. Trust God, be blessed.**