

# Daily Frog – One-Task Checklist

Beat procrastination in six simple steps

1. Capture all tasks for today (inbox, boards, calendar).
2. Score impact x urgency, then pick the single highest-value task – your FROG.
3. Break the frog into 3–5 subtasks you can finish in one sitting.
4. Block 60–90 focused minutes on your calendar. Turn off distractions.
5. Start immediately – no email, no Slack, until the frog is swallowed.
6. Mark it DONE, log your streak, celebrate small wins!

## 30-Day Frog Streak

|    |    |    |    |    |    |
|----|----|----|----|----|----|
| 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |

*Tip: keep the sheet on your desk – tick a square each day you eat your frog.*