

FROG PAD If you're working on something not on this list, you may be wasting time.

	TODAY	THIS WEEK	WHAT CAN I DELEGATE?
Every meeting			
starts on time,			
ends on time,			
and has an			
agenda.			
	WHO DO I NEED TO HIRE?	<u>ATTABOYS</u>	PROSPECT VISITS
No time			
bandits			
allowed in			
my space			
	CUSTOMER VISITS	SAFETY	QUALITY CONTROL
Did my direct			
reports give			
me their			
Frog Pads>			
What are my	BETTER, FASTER,	CULTURE MESSAGE	ROCKS
direct reports	CHEAPER		
working on			
this week?			
	"Eat a live frog first thing in t	AUTORAHN	

worse will happen to you the rest of the day" - Mark Twain

