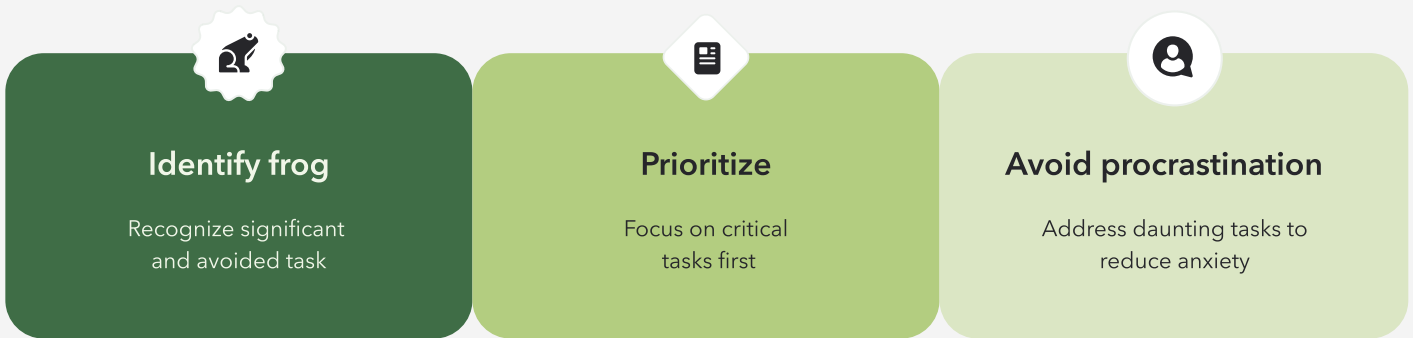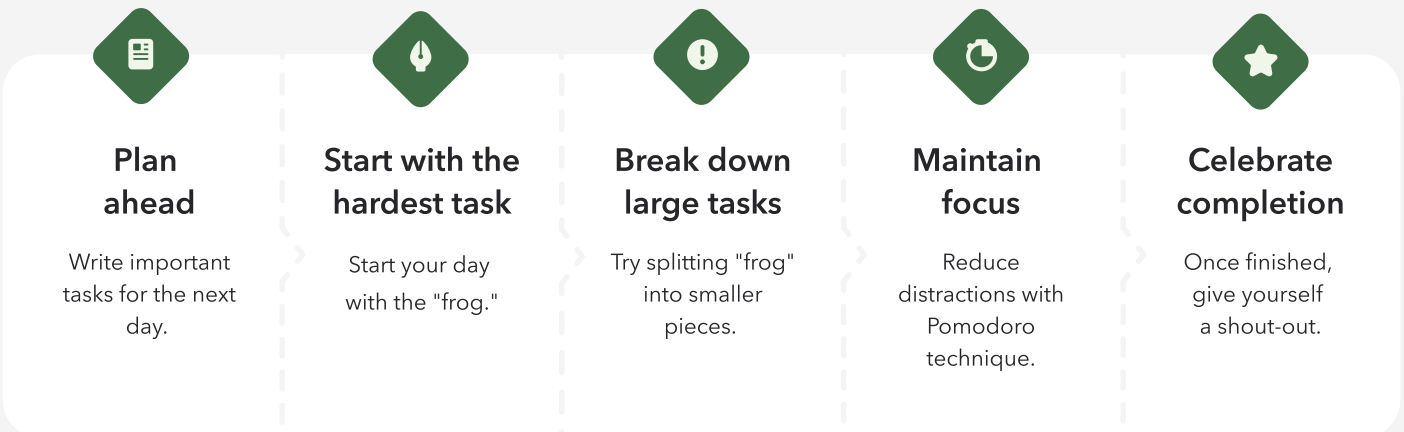# Master your day: Eat that frog

The concept is pretty simple: kick off your day by tackling that one big task you've been dodging. Brian Tracy, a pro in time management, suggests that by facing this tough challenge first thing, you can set a positive vibe for the rest of your day. Once you get this major task out of the way, everything else feels much easier — like taking a nice, relaxed walk in Central Park on a sunny day!
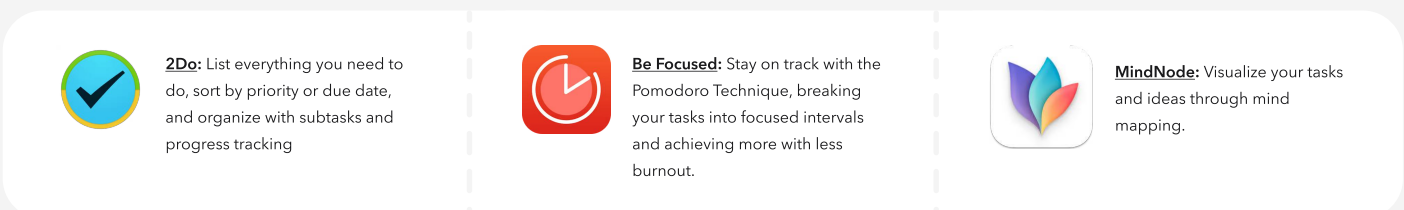
Key concepts of "frog-eating"

Identify frog

Recognize significant and avoided task

Prioritize

Focus on critical tasks first

Avoid procrastination

Address daunting tasks to reduce anxiety

Want to boost your productivity and say goodbye to procrastination? Here's how to put it into action:

Plan ahead

Write important tasks for the next day.

Start with the hardest task

Start your day with the "frog."

Break down large tasks

Try splitting "frog" into smaller pieces.

Maintain focus

Reduce distractions with Pomodoro technique.

Celebrate completion

Once finished, give yourself a shout-out.

Apps to enhance your "frog-eating" routine:

2Do: List everything you need to do, sort by priority or due date, and organize with subtasks and progress tracking

Be Focused: Stay on track with the Pomodoro Technique, breaking your tasks into focused intervals and achieving more with less burnout.

MindNode: Visualize your tasks and ideas through mind mapping.

Setapp is a subscription service that gives you access to a collection of hand-picked macOS and iOS apps