

Eat That Frog: How Get More Done In Less Time

**Facilitated by
Michelle Stolicker, LMSW**

Ever feel like there just isn't enough time for everything on your "to do" list? Well, there's some good news and some bad news about this. *The bad news:* there will *never* be enough time to get everything done. *The good news:* you don't have to! Successful, happy people don't try to do everything. They learn to focus on the most important tasks and make sure *they* get done.

There's an old saying that if the first thing you do each morning is to eat a live frog, you'll have the satisfaction of knowing that it's probably the worst thing you'll do all day. We'll be using "eat that frog" as a metaphor for tackling the most challenging tasks of your day and avoiding wasting time, energy and thought on dread versus action. This workshop pulls concepts from the Brian Tracy book, Eat That Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time, and other resources to help you get more done *and* to get the *right* things done.

DATE: Wednesday, October 8, 2014
TIME: 4:30 p.m. — 6 p.m.
FEE: FREE
LOCATION: Liverpool Public Library
Sargent Community Room
310 Tulip St.
Liverpool, NY 13088

If you have questions about the program, contact Michelle Stolicker at
1-800-EAP-8764 or (315) 471-1361.
To accommodate participants, please complete and return by:
October 1, 2014

Eat that Frog, October 8, 2014

Name: _____

School Building: _____

School District: _____

Position: _____

School Phone: _____ Home Phone: _____

Email (please print clearly) _____

Return :
EMPLOYEE ASSISTANCE PROGRAM
c/o OCM BOCES - IEH
MICHELLE STOLICKER
906 SPENCER STREET
PREVENTION NETWORK
SYRACUSE, NEW YORK 13204