

Eat the Frog Technique

APSU Writing Center Handout

“Eating the frog” means tackling your most dreaded or challenging task first. Once it’s complete, the rest of your tasks feel easier, and you maintain a productive, positive mindset throughout the day.

Why Use This Technique?

Overcomes procrastination

Builds momentum for the rest of the day

Increases focus and productivity

Reduce stress by completing the hardest task first

Preparing for Success

Think of this as “meal prep” for your frog:

- Review your task list and identify your frog for the next day.
- Remove distractions by clearing your workspace.
- Get sleep and set a productive morning routine.
- Consider a short warm-up task before tackling the frog.

How to Apply "Eat the Frog" to Writing

Find Your Frog

Identify your most important or difficult writing task. Ask yourself:

What writing task am I most tempted to avoid?

What will have the biggest impact if completed first?

Eat It First

Start writing before distractions take over. No emails, no scrolling!

Set a timer (25–60 minutes) and commit to focused writing.

Don't strive for perfect punctuation or word choice first, just get words on the page.

Break It Down & Reward Yourself

If the task feels overwhelming, divide it into smaller steps.

Reward yourself after completing it. Take a break, enjoy coffee, or do something fun.

Celebrate progress to stay motivated.

Writing Example

If you have a 5-page research paper due next week, your frog could be writing the thesis statement or outlining main arguments. Tackle that first, and the rest of the paper will feel much more manageable.

Helpful Tips

Combine with the Pomodoro Technique sessions for timed focus.

Start with a smaller frog (task) if the biggest task is overwhelming.

References

Connolly, A. (2024, October 14). Eat the frog technique: Defeats procrastination once and for

all. *Employee Productivity*. <https://hubstaff.com/blog/eat-the-frog/>

Tempo Team. (2025). Eat the frog: Time management technique. *Tempo*.

<https://www.tempo.io/blog/eat-the-frog>

Vescovic, B. (2022, February 22). “Eat the frog” to boost your productivity. *Clockify*.

<https://clockify.me/blog/productivity/eat-frog-technique/>