

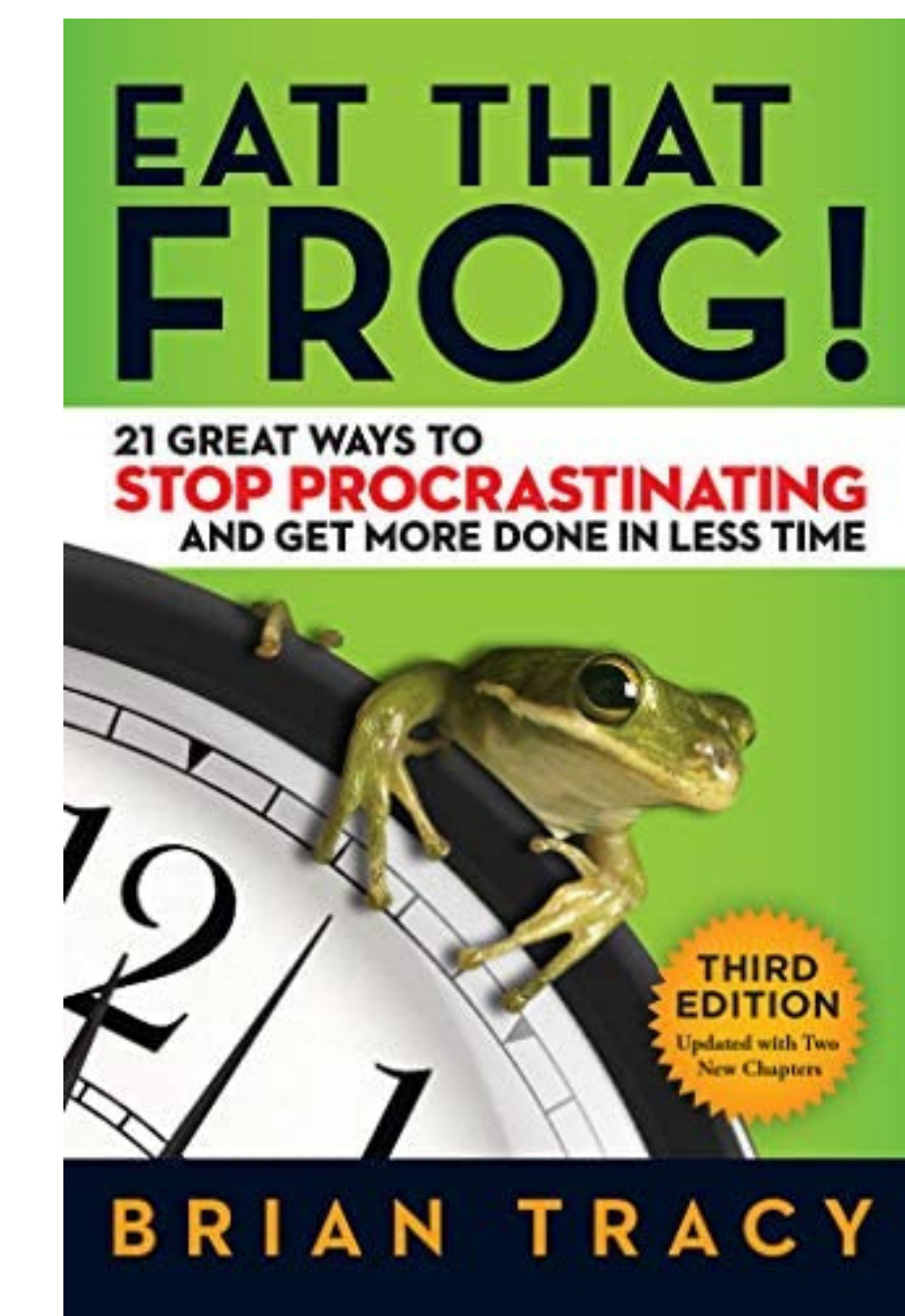
# Incorporating Lessons Learned from Eat that Frog into IPPE/APPE Rotations

Meenakshi R. Ramanathan, Pharm.D., BCPS, BCIDP; Dalena Nguyen, Pharm.D.; Emily Q. Quach, Pharm.D.

## BACKGROUND

Since March 2022, Dr. Ramanathan began including a *self-development topic discussion* in her IPPE/APPE rotations based on Brian Tracy's *Eat that Frog! 21 Great Ways to Stop Procrastinating and Get More Done in Less Time*. The process used is an adaptation of the author's methods for planning on paper.

In this **twelve-step method**, students are able to identify *what* they are procrastinating on, *why* they are procrastinating on the task, and *steps* to completing each task. This topic discussion is provided in the **first week** of rotation, so that the students are able to re-visit the topic later in the block to **re-assess** their progress.



## ABCDE METHOD

By each item on your list, write A, B, C, D, or E.

- A** Very important tasks that you must do, and there could be serious consequences if you do or don't do them
- B** Tasks that you should do, but only have *mild* consequences
- C** Tasks that *would be nice to do*, such as phoning a friend, having lunch with a co-worker, etc., but **don't have any consequences** either way to your work
- D** Tasks that can be **delegated** to someone else
- E** Tasks that you can **eliminate** and it won't matter if you do

If you have more than 1 "A" task, for example, number them "A-1", "A-2", and so on **in order of importance**.

Then, when you start doing your list, start with "A" or "A-1" and move through the list. Don't work on "B" tasks until "A" tasks are complete.

## EXAMPLE LIST

Priority (A-E)	Priority #	Task	Why are you procrastinating?
A	1	Will	Don't know where to get started, scared to think about my own death
A	2	Life Insurance	Too many options, what do I choose?
A	3	Research Manuscript	Research gets pushed to the backburner due to my plate being too full in terms of teaching/clinical/service responsibilities
B	1	Plan 40th Birthday	Not enough time in schedule to sit down and plan



For more information about this project, please contact Meenakshi Ramanathan at [Meenakshi.Ramanathan@unthsc.edu](mailto:Meenakshi.Ramanathan@unthsc.edu).

### CONFLICTS OF INTEREST

The authors of this poster have no conflicts of interest to disclose.

## REFERENCES

- Tracy B. *Eat that frog! 21 great ways to stop procrastinating and get more done in less time*. 1st ed. Berrett-Koehler Publishers; 2001.

## TWELVE-STEP METHOD

- 1 Read *Eat That Frog* or listen to the Audiobook
- 2 Attend *Eat that Frog* Topic Discussion with Faculty member.  
Take 5-10 minutes to make a **list of tasks** that you have been **procrastinating** on for the past year.
- 3 Next to each item, write the reason *why* you have been procrastinating on that task.
- 4 Next to each task, use the **ABCDE Method** to assign priority.
- 5 Prioritize your frogs from the biggest frog to the smallest frog.
- 6 Highlight **biggest, highest priority** task/frog in **green**.
- 7 Color code your progress on each of your frogs:
  - Highlight in **fuchsia** if you're not quite there yet.
  - Highlight in **yellow** if you are making progress.
- 8 Transfer your **Top 8 Frog list** to a large Post-It Note and post it where you can see it on a **daily basis**.
- 9 Find an **accountability partner** to keep you on track.
- 10 Set a **1-month deadline** to eat your biggest frog.
- 11 Protect your time: **schedule/pencil** these items into your Calendar/Planner.
- 12 Next month, **re-assess and repeat** steps 1-11.