

Eat the Frog First: Stop Procrastinating and Do What Matters

English learning resource · EN

Key words & expressions · English

8 learning entries

Study task: Listen again and notice the expressions you studied.

1

to put something off

DEF

To delay doing something, especially because it feels difficult or unpleasant.

A separable phrasal verb: put the call off or put it off. It often suggests avoidable delay.

I kept putting the difficult phone call off.

Do not put the application off until the final day.

2

to get something done

DEF

To complete a task successfully.

The focus is on achieving the result, not simply spending time or appearing busy.

I was busy, but I did not get the important thing done.

Let us get the report done before lunch.

3

to tick something off

DEF

To mark an item on a list as completed.

Common in British English; American English often uses check something off.

I ticked off three small tasks before breakfast.

Tick each step off as you finish it.

4

a weight off your shoulders

DEF

A great feeling of relief after a worry or responsibility disappears.

A figurative expression; it describes emotional pressure as a physical weight being removed.

Making that difficult call was a weight off my shoulders.

Submitting the final assignment felt like a weight off her shoulders.

5

decision fatigue

DEF

Mental tiredness caused by making too many decisions.

A useful productivity and psychology term; even small choices can become harder after many earlier decisions.

By late afternoon, decision fatigue makes every choice feel difficult.

Planning the night before can reduce decision fatigue.



6

to put something down on paper

DEF

To write an idea or plan so that it becomes clear and concrete.

The paper may be literal or figurative; the expression emphasises moving from a vague thought to written form.

Put tomorrow's priority down on paper tonight.

The idea became clearer when we put it down on paper.

7

a self-reinforcing loop

DEF

A process in which one result makes the same process stronger and more likely to continue.

It can describe a positive cycle, such as progress building confidence, or a negative one.

Action and confidence can form a self-reinforcing loop.

Avoidance can also become a self-reinforcing loop.

8

to move forward

DEF

To make progress with a task, plan or situation.

Often figurative; it contrasts productive progress with activity that does not change the situation.

I was busy, but I was not moving forward.

One clear decision helped the project move forward.

