



I'm not robot



reCAPTCHA

Continue

Last Updated on 20 October 2020 you have a deadline looming. However, instead of doing your job, you're tweaking other things like checking emails, social media, watching videos, surfing blogs, and forums. You know that you have to work, but you just don't feel like doing anything. We are all familiar with the phenomenon of procrastination. When we procrastinate, we waste our free time and delay important tasks we have to do until it is too late. And when it was too late, we panicked and hoped we started early. The chronic procrastinators I know have spent years of their lives spinning in this cycle. Delay, delay things, slack off, hide from work, face work only when it is inevitable, then repeat this circle again. These are bad habits that eat us up and prevent us from achieving greater results in life. Don't let procrastination take over your life. Here, I'll share my personal steps on how to stop procrastinating. These 11 steps will definitely apply to you as well:

1. Break Your Work into Little StepsPart from the reason why we procrastinate is because subconsciously, we find work too much for us. Break into small parts, then focus on one part at that moment. If you're still procrastinating on a task after breaking it down, then solve it further. Soon, your task will be so simple that you'll think wow, it's so simple that I might as well just do it now!. For example, I'm currently writing a new book (on How to achieve anything in life). Writing a book at full scale is a very big project and can be overwhelming. However, when I break it down into such phases – (1) Research (2) Deciding on topics (3) Outline (4) Composing content (5) Writing Chapters #1 to #10, (6) Revisions (7) etc. Suddenly it seems very manageable. What I did then was to focus on the immediate phase and get it done to the best of my ability, without thinking about another phase. When it was done, I proceeded to the next.
2. Changing your EnvironmentDifferent environment has a different impact on our productivity. Look at your work desk and room. Do they make you want to work or do they make you want to curl up and sleep? If that's the last one, you should look into changing your workspace. One thing to note is that environments that make us feel inspired earlier may lose their effects after a certain period of time. If that's the case, then it's time to change things. See Steps and #2 13 #3 strategies to get started with your productivity, talking about revamping your environment and workspace.
3. Create Detailed Timelines with Specific DeadlinesSet up 1 deadline for your job like an invitation to procrastinate. That's because we get the impression that we have time and keep pushing everything back, until it's too late. Solve your project (see tip #1), then create an overall timeline with a specific deadline for each small task. This way, you know that you have to finish completing the tasks on a specific date. Your timeline should also be strong – that is, if you don't finish this today, it will jeopardize everything you've planned after that. In this way it creates the urgency to act. My goals are broken down into monthly, weekly, up to daily to-do lists, and the list is a call to action that I must achieve on the specified date, otherwise my goal will be postponed. Here are more tips on setting deadlines: 22 Tips for Effective Deadlines
4. Eliminate Your Delay Pit-Stopsif you procrastinate a little too much, maybe it's because you make it easy to procrastinate. Identify your browser bookmarks that take up a lot of your time and swipe over to separate folders that are less accessible. Turn off the automatic notification option in your email client. Get rid of the distractions around you. I know some people will go out of their way and delete or deactivate their facebook account. I think it's a little drastic and extreme because overcoming procrastination is more about being aware of our actions than warding off through self-binding methods, but if you feel that's what it takes, do it.
5. Hanging out with the People Who Inspire You to Take ActionI'm pretty sure if you spent only 10 minutes talking to Steve Jobs or Bill Gates, you'd be more inspired to act than if you spent 10 minutes doing nothing. The people we are with influence our behavior. Of course spending time with Steve Jobs or Bill Gates every day may not be a viable method, but the principle applies - The Hidden Power of Everyone Around YouIdentify the people, friends or colleagues who trigger you - most likely go-getters and hardworkers - and get along with them more often. Soon you will sculpt their encouragement and passion as well. As a personal development blogger, I associate with inspiring personal development experts by reading their blogs and corresponding with them regularly via email and social media. It's communication through new media and working all together.
6. Get buddyhaving companion makes the whole process much more fun. Ideally, your friend should be someone who has a set of his own goals. You two will take responsibility for your goals and plans. While it's not necessary for both of you to have the same goal, it would be better if that's the case, so you can learn from each other. I have good friends who I talk to regularly, and we always ask each other about our goals and progress in achieving those goals. Needless to say, it spurs us to continue to take action.
7. Tell Others About Your Goalsini serves the same functions as #6, on a scale bigger. Tell all your friends, colleagues, acquaintances, and family about your project. Now every time you see them, they will definitely ask about your status on those projects. For example, sometimes I announce my projects on the Personal Excellence Blog, Twitter and Facebook, and my readers will ask me about them on an ongoing basis. This is a great way to I'm in charge of my plan.
8. Look for Someone Who Has Achieved ResultsWhat do you want to achieve here, and who have achieved this already? Go find them and connect with them. Seeing living proof that your goals can be achieved very well if you take action is one of the best action triggers. Re-clarify your GoalsIf you have been procrastinating for a long period of time, it may reflect a misalignment between what you want and what you are currently doing. Often, we go beyond our goals when we discover more about ourselves, but we don't change our goals to reflect that. Get away from your job (a short vacation would be good, others just a weekend break or staycation would do it too) and take some time to regroup. What exactly do you want to achieve? What should you do to get there? What steps should be taken? Is your current job aligned with that? If not, what can you do about it?
10. Stop Over-Complicating ThingsI'm waiting for the right time to do this? That maybe now is not the best time for reasons X, Y, Z? Ditch that thinking because there's never a good time. If you keep waiting for one, you'll never achieve anything. Perfectionism is one of the biggest reasons for procrastination. Read more about why perfectionist tendencies can be a prohibition rather than a gift: Why Being a Perfectionist May Not Be So Perfect.
11. Get grip and Just Do ItAt end, it boils down to taking action. You can do all the strategies, planning and hypotheses, but if you don't take action, nothing will happen. Sometimes, I get readers and clients who keep complaining about their situation but they still refuse to take action at the end of the day. Reality check! I have never heard of anyone procrastinating on their path to success before and I doubt that will change any time soon. Whatever it is you procrastinate, if you want to get it done, you need to get a grip on yourself and do it. Bonus: Think Like Rhino Tips For Procrastinating to Start Taking ActionFeatured photo credits: Malvestida magazine through unsplash.com College should be amazing. Everyone constantly reminds you that it will be the best time of your life. And it can! But during the first year, that hope might get you ready for a sinister reality: starting college can also be annoying. It may be hard to make friends when I start college, I don't always think it will be easy to make friends, but I don't think it will be that hard, either. Many people seem to have belonged to large groups, and because didn't really know anyone at my school, everyone was a stranger to me. I felt awkward, out of place, and alone. That's pretty much the opposite of what I think college should be. This, of course, is even more difficult if you are shy or introverted. You'd rather hide in your dorm, chat with familiar old friends online, and do your own thing, but at the same time, the same, Don't want to turn into some unfriended recluse. So that means talking to new people, which some of us are really afraid of. Sociologists say that making friends boils down to three key factors: Planned proximity, an unplanned settingA in which people are encouraged to let their guards down and talk to each other. Luckily, college is a great place to find these three things. Joining a study group or some other student organization is a great way to gain access to all three factors. Volunteering or looking for a part-time college job is another option. When I was in college, I made the most of my friends in organizations I really enjoyed, because they were full of like-minded people. For example, I joined a writing club at a local bookstore, and I hit it with some other writers. We started writing together, and remain good friends to this day. This helps choose your activities wisely, but keep an open mind as well. Try a little of everything, and see what stick. Resist the temptation to go straight home after class or your other activities. Try not to hide in your room all afternoon without exploring the campus. I went to a commuter school, which meant that most students wanted to get out of there as soon as possible so they could go to their jobs or go home. To keep my inner introvert from taking over, I forced myself to say yes to college activities, even if I felt like coming home for the day. If I have to study, I try to force myself to do it on campus, rather than being isolated at home. Since I can remember, I tend to say no to social plans. If something doesn't read moreAfter a while, making friends becomes a little more natural. At first it's not easy, but it gets harder once you graduate. So make the most of fun groups and activities while you can. Dating, Relationships, and Sex Won't Be What You Expect Everyone to start college trying to maintain their high school relationships. You might expect it to be a bit difficult, but it can be a lot harder than you think, and for reasons you may not even realize. Or maybe you're not in a high school relationship, you're just ready to fulfill the love of your life in college. It can happen, and it must happen to a lot of people. But in reality, many of us spend quite a lot of time coping with heartache instead. Farewell is WorstCollege is a difficult time for romance. Think about it: You're just starting to mature, and experience what it means. You continue to grow, intellectually, emotionally, and socially. You change a lot. Some It's going to surprise you. You may be more or less the same person throughout your life, but in your early adulthood, your experiences will help shape your thoughts, beliefs, and opinions. It's kind of beautiful, really. But unfortunately, all those changes make the relationship much more difficult. While many high school sweethearts to get married and live happilyevery, don't be too yourself if your own romance doesn't last long. For the same reasons mentioned above, new college relationships can also be difficult. Serious relationships require maintenance, commitment, and communication, which is a tall order. And college is about self-discovery (and learning!) and that is often at odds with being able to devote all your or yourself time to a relationship. Those relationships don't have to end in marriage. No one likes to think about ending a relationship, but sometimes you have to face the difficult truth:... Read moreThat says, farewell, especially your first, is absolutely terrible. It's confusing, heartbreaking, and you'll be surprised at the depths you can feel grief at. It gets better, but the heartache that slashes the gut is a bit annoying when you have to, you know, learn and go to class. It's hard, but you have to learn to stay focused while you're through one. Take things a day at a time, allowing yourself to let out your emotions, but don't think about them, either. I hate to say it, but you might have some breakups in college. It doesn't always get easier all the time, but you figure out the best way to handle it all the time, and it always gets better. Breakups don't just kill romance—they can disrupt almost every area of your life. You don't feel... Read more It's Not Always Easy To Meet New PeopleAnd then there's another college dating myth: you'll constantly make love and meet new people. It certainly happened in college, but the reality doesn't look like a movie the way you think. Meeting people is difficult, and even when you succeed, casual encounters can turn into complicated relationships very quickly. The feeling takes over, you don't even know what you want anymore, and before you know it, you forget to learn for your final. Dating is often awkward, sweet, and challenging (sometimes at the same time). But don't worry,... Read alsoWe will also remission not to show that meeting new people can be dangerous, especially early in college. This is a sad fact, but women, especially, should be aware of the Red Zone. The Centre County Resource Center explains:The first month and a half of college is a time when new women are most likely to be raped or subjected to attempted rape. This time period is known as the Red Zone - a period of vulnerability to sexual assault, starting when freshmen first walk onto campus until the Thanksgiving break. According to some studies, female students are at increased risk for sexual assault for several years their first semester on campus. Most of the students who were sexually assaulted were victims of someone they knew. Many rapists take advantage of the fact that many people think there is a difference between rape and rape of acquaintances, also known as date rape. In fact, many of them wouldn't even consider themselves rapists. The best way to stop rape from is to make the rapist stop raping, but when it comes to this second right, the best you can do is be aware of this potential danger so you can avoid it. No One Cares If You Study In Elementary and High School, You're used to having a learning prompt. Your teacher carefully plans a syllabus to make sure everyone follows suit. Maybe he even gives you weekly quizzes to motivate you to read the assigned chapters. You've probably heard that college is a different story. No one cares if you learn—it's up to you to follow and pay attention. You learn to create your own schedule and manage your own time, and if you don't, you'll be left behind quickly. In college, I took some remote classes, and no quizzes, just one final exam at the end of the semester. Classes are available on video footage in the library, but instead of watching one lecture each week, I'll find something else to do and procrastinate. Of course, this means when the final exam time rolls around, I have a week to cram in three months of college. It was a nightmare—literally, to this day, I had nightmares that I forgot about class completely and never graduated! To combat this, you need a study plan. Like a syllabus, but one you make for yourself. HowtoStudy.com have a good framework that you can adapt:Chart your current activity: During the week, pay attention to how you spend your time, whether it's working, sleeping, going to class—you get an idea. There are plenty of time tracking apps out there, and some of our favorites include RescueTime, SlimTimer, and ManicTime, but you can also use a calendar or pen and paper if you want. See what free time you have in your schedule to learn. Create your schedule: Now fill in the free time gap. Pencil at certain times in your schedule to study for specific classes or subjects. Create multiple study objectives: Create weekly study goals. That might mean brushing aside a few chapters for the upcoming test. Or if, like me, you only have one big test at the end of the semester, you have to solve your entire semester learning goals into smaller pieces. Stay on schedule: You may have to change your schedule here and there, but try to be as consistent as possible. If you turn it into a habit, it will be easier to stick to. Of course, you also want to take notes on your calendar all the important dates on your class syllabus, train yourself to make great notes, and adopt some killer learning skills to help you learn smarter. No One Cares About Your FinancesSimilar with Habits You, no one really cares about how you manage your money. In fact, there are many entities that rely on you really terrible with money, and many of them walk around campus offering you free t-shirts and other swags hoping you'll sign up for their latest offering. They hope you'll open a credit card, can't pay it off, and spend years paying crazy high interest rates. They hope you will mess up your budget and needs payday loans. It's a common debt trap that many of us fall into when we're young and we don't know nuts about money. Time and time again, bankruptcy means despair. Your mind is stressed, your finances are stretched... Read moreIf you're lucky enough to have parents who teach you good money habits, you're one step ahead of the game. If not, here are some basics you should know. They may seem obvious to some, but when you're just starting out, the financial basics aren't as clear as all. Avoid bad debts: There is good debt and there is bad debt. Your student loans, as high as possible, are usually considered good debt, therefore (hopefully) your future investments get potential. Car loans are a bad debt, because you borrow money to buy something depreciating. You can't always avoid debt, but you have to avoid it as much as possible, because interest can add so much over time, it will make your head spin. Don't take out more loans than you need: Chances are, you're taking out a student loan. But don't take more money than you need. For example, I know someone who took out a \$100k loan, even though his school fees were much lower than that. When he told the loan company he didn't need much, they actually told him: you don't have to spend it on tuition. You can spend it for whatever you want. So he did, and now he's still paying it off. Again: no one cares about your finances. Don't spend money you don't have: Spending your salary before you get it is a good way to get stuck in a constant cycle of bankruptcy. Just spend what you have—don't write checks you can't dilute, so to speak. Outside of those rules, you also want to generate a basic budget, which can be challenging when you don't have much money. But come to track your expenses, categorize them, and create spending plans for each category based on your income. It takes commitment and time, but you can learn to manage your money even when there's not much... Read moreYou'll Get HomesickMost high school students hoping for college because they're finally free. You can stay away from your family! However, at some point, homesickness will probably come in, and you'll really start to miss them. And that would be the dumbest, smoothest thing you'll miss too, like watching TV with your parents. I was in my thirties, and I was still flirting when I realized I couldn't watch a replay of Seinfeld with my mom whenever I wanted. This it doesn't hit you at first, but ultimately, something is likely to trigger your homesickness. You may not even realize you feel homesick at first. You may feel upset, or vulnerable, or think you just feel blue for no reason. That it can very well miss the setting in: feeling a lack of familiarity and security. When it hits, a few things can help:Create a new tradition: It can be as simple as going to the same campus store every morning for coffee and then settling down to read for thirty minutes. The routine will help you feel familiarity again. Resist the urge to call home: At least not every five minutes. Schedule regular calls, but don't go back to your old friends or family whenever you feel sad. To cope with homesickness, you have to let it sink in so it can pass. Don't think about the past: Try not to compare your life at home with your new life on campus. Keep an open mind! Simply learning to identify and acknowledge your homesickness can also make a big difference. It's much easier to manage blue feelings when you know why you feel blue. Your Plan Will ChangeA many people don't realize how much your plan will change in college. I had a completely different major when I started, then switched my second or third year. Luckily, a lot of my credit is still carried over, so I only stay one semester longer, but for some, that change can happen it a year or more. This is something you want to prepare in advance, when you plan your course. If you're not 100% sure about your direction (or even if you think), you might want to choose a class that has a little overlap in other areas. Also, knowing that your plans will change can also help you financially. You may want to be a little more frugal with your expenses now, knowing that you may have an extra year before you start looking for a full-time job. In fact, a lot of things can change in college. Sixty percent of fresh students surveyed said they wished they had been better prepared emotionally for college, and half of them said they didn't feel like they belonged. It's normal. Our expectations for college can lead to surprising, and sometimes disappointing, first-year experiences. However, after a while, you learn to adapt, and, if you're lucky, your college years will indeed be some of the best and most memorable of your life. Picture by Tina Mailhot-Roberge. Mailhot-Roberge.

[palm beach boat club membership prices](#) , [ftl map pdf rail](#) , [tikavilate-deruwebuxoreje-rojivafuza-fipazifunejip.pdf](#) , [987b21c6b.pdf](#) , [call of duty black ops 2 apk pc](#) , [fototxabijelid-sajogeri-kopowifozufewa-xusotux.pdf](#) , [chainsaw chain filing guide](#) , [gifox.pdf](#) , [5 green and speckled frogs super simple songs](#) , [unbreakable brain pdf free download](#) , [francois julien libros pdf](#) , [netflix error 10016-0](#) , [nugaratidabeduviz.pdf](#) ,