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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 The Steps #2 13 #3 strategies to get started with your productivity, talking about revamping and your workspace.3. Create a Detailed Timeline with Specific DeadlinesSet only 1 deadline for your work such as 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. Break down your project tip #1), then create an overall timeline with a specific deadline for each small task. This way, you know that you have to complete each task 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 Deadlines4. 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 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 function as #6, on a larger scale. Tell all your friends, colleagues, acquaintances, and family about your project. You. every time you see it, 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 keep myself in charge of my plans.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 It!At 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 checkI 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 To Procrastinate to Start Taking ActionFeatured photo credits: Malvestida magazine via Google Drive unsplash.com allows you to store documents of all sizes and which is good because you can access it from wherever you are. When it comes time to download the files you've saved to Google Docs, it's pretty simple and we'll explore two different methods you can take advantage of. The first method is the method that gives you the most control over how the files you download are stored. This is very important if you are hoping to download downloads to use it with certain programs. 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