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There are certain aspects of everyday science that we think of as fact, but in reality it can be purely urban legend. In this section, you can learn about some of the daily scientific myths that you can encounter. Last updated on October 20, 2020 You have a deadline coming up. However, instead of doing your work, you're getting what you're doing with various things like checking email, social media, watching videos, browsing blogs and forums. You know you should work, but you don't feel like doing anything. We are all familiar with the phenomenon of procrastination. When we postpone, we waste our free time and postpone the important tasks we should do until it's too late. And when it's really too late, we panic and want to start early. Chronic procrastinators know they have spent years of their life curled up in this cycle. Postponing, postponing things, relaxing, hiding from work, facing work only when it is inevitable, then repeating this loop all over again. It's a bad habit that eats us away and prevents us from getting higher results in life. Don't let procrastination take your life. Here, I'll share my personal steps on how to stop procrastination. These 11 steps will certainly apply to you too:1. Break your work in Small StepsPart of the reason we procrastinate is because subconsciously, we find work too overwhelming for us. Break it down into small parts, then focus on one side at the time. If you still postpone the load after breaking it down, then break it down even further. Soon, your task will be so simple that you'll think Gee, this is so simple that I might as well just do it now!. For example, I am currently writing a new book (on to achieve anything in life). Large-scale book writing is an enormous project and can be overwhelming. However, when I break it down in phases, it would - (1) Research (2) Decide the topic (3) Creating outline (4) Developing content (5) Writing chapters #1 to #10, (6) Review (7) etc. Suddenly seems very manageable. What I do then is focus on the immediate phase and make it to my best ability without thinking about the other phases. When it's done, I'll move on to the next one.2. Change the environmentAverage differences have a different impact on our productivity. Look at your desk and your room. Do they make you want to work or do they make you want to curl up and sleep? If it is the latter, you should look to change the workspace. One thing to note is that an environment that makes us feel inspired before can lose its effect after a period of time. If that's the case, then it's time to change things. See #2 and #3 steps in 13 strategies to start your productivity, which speaks restructuring of the environment and workspace.3. Create a detailed timeline with specific deadlinesWith only 1 deadline for your work. That's because we think we have time and. And. pushing everything back until it's too late. Break down the project (see tip #1), and then create a global timeline with specific deadlines for each small task. That way, you know you have to complete each task by a certain date. Your timelines must be robust, too - for example, if you don't finish this today, it will jeopardize everything you planned afterwards. This creates the urgency to act. My goals are broken down into monthly, weekly, even up to daily to-do lists, and the list is a call to action that you must achieve this by the specified date, otherwise my goals will be put off. Here are more tips on setting deadlines: 22 Tips for Effective Deadlines4. Eliminate your Pit-Stops procrastinationIf you're postponing a little too much, maybe it's because it makes it easier for you to postpone. Identify your long-time browser bookmarks and move them to a separate, less accessible folder. Turn off the automatic notification option in the email client. Get rid of the distractions around you. I know some people want out of the way and delete or disable their Facebook accounts. I think it's a bit drastic and extreme that addressing procrastination is more about being aware of our actions than countering through self-binding methods, but if you think that's what it takes, go for it.5 Stay with the people who inspire you to take actionTo be pretty sure that if you just spend 10 minutes talking to Steve Jobs or Bill Gates, you'll be more inspired to act than if you've spent 10 minutes doing nothing. The people we're with influence our behaviors. Of course, spending time with Steve Jobs or Bill Gates every day is probably not a feasible method, but the principle applies – the hidden power of every person around youIdentify the people, friends or colleagues who trigger you - most likely go-getters and hard workers - and stay with them more often. Soon you will inculcate their unity and spirit. As a personal development blogger, I hang out with inspiring personal development experts by reading their blogs and corresponding lye to them regularly via email and social media. It's communication through the new media and it all works the same.6. Get a BuddyHaving a companion makes the whole process a lot more fun. Ideally, your friend should be someone who has his own set of goals. You will both be held accountable for your goals and plans. While it is not necessary for both of you to have the same goals, it will be even better if necessary, so that you can learn from each other. I have a good friend I talk to regularly, and we always ask each other about our goals and progress towards achieving those goals. Needless to say, we spurs to continue to take Tell others about your goalsThis serves the same function as #6 on a larger scale. Tell all your friends, colleagues, acquaintances and family about your projects. Now, whenever you see them, they are bound to ask you about your Your. on these projects. For example, sometimes I announce my projects on the Personal Review Blog, Twitter and Facebook, and my readers will ask me about them continuously. It's a great way to hold me accountable to my plans.8 Looking for someone who has already achieved the resultWhat is it that you want to achieve here, and who are the people who have achieved this already? Go and find them and connect with them. Seeing living proof that your goals are very achievable if you take action is one of the best triggers for action. 9. Re-Clarify your goalsIf you have been procrastinating for a long time, it may reflect a misalignment between what you want and what you are currently doing. We often exceed our goals as we discover more about ourselves, but we do not change our goals to reflect this. Leave work (a short holiday will be good, otherwise just a weekend break or staycation will do it too) and take some time to regroup you. What exactly do you want to get? What should you do to get there? What are the steps to take? Does your current work align with that? If not, what can you do about it?10. Stop complicating complicating thingsYou wait for a perfect time to do so? That maybe now is not the best time because of reasons X, Y, Z? Give up that thought because it's never a perfect time. If you're waiting for one, you'll never accomplish anything. Perfectionism is one of the biggest reasons for procrastination. Read more about why perfectionist tendencies can be a bane than an advantage: Why being a perfectionist can't be so perfect.11 Get a Grip and Just Do ItAt the end of the year, it boils down to taking action. You can do all the strategies, planning and hypothesis, but if you don't take action, nothing will happen. Occasionally, i get readers and customers who keep complaining about their situations, but they still refuse to take action at the end of the day. Reality Check:I have not heard anyone postpone their path to success before and I doubt it will change in the near future. Whatever it is, you're postponing it, if you want to do it, you need to get a grip on yourself and do it. Bonus: Think of it as a RhinoMore Tips for Procrastinators to start taking ActionFeatured Photo Credit: Malvestida Magazine via unsplash.com I was recently asked to do a workshop at a local college on branding. I agreed with the intention of talking about branding as a meta-concept. I didn't know, that the discussion was pre-titled as part of a larger series in progress... and the title of the speech I was reserved to make was, creating my own brand. My initial reaction was, of course, revulsion. This post originally appeared on Medium. Phrase, personal brand creeps up my spine and almost immediately expels any liquid into my mouth on the floor. However, the phrase has traction. A lot of traction. At the time of this writing, there are over 53 million results for a search on Branding. Respected institutions, such as Forbes, Wired, and even Fast Company have weighed in on the subject. So instead of railing against Man, I decided to actually unpack the concept as best I can. Whether because of modesty, shyness, or just a desire not to annoy anyone, most of us suck at... Read moreAreimuri of people? Existentially speaking, absolutely not. But basically, yes, people are basically brands. Before you open an email and start listing all the reasons I'm wrong, give me a chance to contextualize my response. G/O Media can get a CommissionMySmile Teeth Whitening KitMy definition (as flawed as it may be) brand is relationship. A brand is how we relate emotionally and intuitively to a particular product, organization or idea. A brand is pointing to something deep inside us and lives somewhere in the intersection of intent and reception (and vice versa, reception and intent). If we apply this brand thinking to people, then a personal brand is contextually about how we relate to a particular person. The same we have gut feelings about capital B Brands, we also have gut feelings about capital P People. It's true that employers, employees, and the people we get to do business with develop gut feelings about us. These feelings are shaped in the same intersection of intent and reception that feelings about Brands are. Although philosophically speaking, people are not brands; functionally we can make the argument that, in fact, each of us has a brand (or relational story) that is unique to us. If it gets MessyMy own gut reaction to the phrase, the personal brand is rooted in how we get to talk about shaping our personal brands. Often (and doing reading for yourself) so-called experts would suggest that personal brand modeling is about segmenting the appearance of the exterior for the target audience. In other words, creating personas of yourself that are geared towards a particular audience or potential employer. This thinking is manifested by tips such as creating a professional Facebook profile and a personal Facebook profile page, or creating a spiritual and half-truth answer to the dreaded question What is your greatest weakness. Let me be Frank: This thinking is bullshitIt's because people relate to other people. People hire people. People want to do business with other people. According to Simon Sinek, the goal is to do business with people who believe what you believe. The personal branding myth tells you to become more machine than human, more processed than raw and more fluff than substance. I think otherwise. We should focus on becoming more human in the way we relate to those around us and less machine. Be more humanPoint in about you as a brand is not to create an alter-ego called our personal brand, presenting a super-human, polished, and robotic persona of the real you. The idea is to become authentic in who you are and intentional about how your story. Here's how:1. Know who you are. What do you value? What do you think? What are you passionate about? Why is that? What are you really good at? Be intimately familiar with your unique story... why.2. Tell your story. Find ways to tell your story in meaningful, cruel and human ways. And say as best you can now. Drinking My Own Kool-AidSo here's my attempt to share my story with you: Hi, I'm Jeremiah. I was born in the City of Sin and grew up in the City of Angels. I love translating complex products, ideas, and organizations for passionate entrepreneurs and intrapreneurs to help them craft better brands. I'm good at breaking up complex ideas, I'm not good at negotiations. In fact, terrible doesn't even start to scratch the surface. If you think about it, we use negotiation in different ways almost every day. From the conflict... Read moreI'm struggling by writing my first book about the development of the entrepreneurial brand titled Lean Brand. It must be the most challenging thing I've done in my professional career to date, but I have a support system that pushes me through all those hard, long days. I have experienced a real failure and a real success in my career, learning all the way. I'm proud of who I am, excited about what the future holds and I'm glad I met you. It's not perfect... but neither do I. Personal Brand Myth: Becoming More Human and Less Machine | Medium Jeremiah Gardner was born in the City of Sin and grew up in the City of Angels. It helps translate complex ideas and products to real people. Follow Jeremiah on Twitter @jeremiahgardner. Remixed image from Gergely Attila (Shutterstock). Want to see your work at Lifehacker? Send an e-mail to Tessa. Tessa.