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2019 2020 calendar printable with holidays

SDI Productions/E+/Getty Images Christmas is a great reason to make learning fun. Kids will love printable Christmas search puzzles organized by skill level - easy, medium and challenging as well as grade level. There are also printable word search puzzles for winter, other holidays or any time of the year. Continue to 9 of 10 below. Last updated on October 20, 2020 You have a looming deadline. However, instead of doing your job, you're fiddling with junk things like checking emails, social media, watching videos, surfing blogs and forums. You know you should work, but you just don't feel like doing anything. We are all familiar with the phenomenon of procrastination. When we delay, we waste our free time and give important tasks we should do for them until it's too late. And when it really was too late, we panicked and wished we had started sooner. The chronic procrastinators I know have spent years of their lives looped in this cycle. Delay, walk away from things, slack, evade work, only face work when inevitable, then repeat this loop again. It's a bad habit that eats us away and prevents 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 too:1. Breaking your work into small stepsSo part of the reason why we delay is because subconsciously we find the work too overwhelming for us. Divide it into small portions, then focus on the part at the time. If you still delay the task after breaking it, then break it down further. Soon, your task will be so simple that you will think gee, this is so simple that I can also just do it now!. For example, I am currently writing a new book (on How to Achieve Anything in Life). Writing books at its full scale is a huge project and can be overwhelming. However, when I divide it into stages such as - (1) Research (2) Decision topic (3) Create outline (4) Content editing (5) Chapters written #1 to #10, (6) Amendments (7) etc. Suddenly it seems very manageable. What I do then is focus on the immediate stage and get it done to the best of my ability, without thinking about the other stages. When it was done, I moved on to the next.2. Change your environment Different environments have different impacts on our productivity. Look at your desk and room. Do they make you want to work or do they make you want to cuddle and sleep? If that's the case later, you should consider changing your work space. One thing to keep in mind is an environment in which give us feeling inspired before being able to void it after a period of time. If that's the case, then it's time to change things around. Refer to #2 and #3 13 Strategies to Start Your Productivity, talking about improving your environment and work space.3. Create a Deadlines with specific deadlinesHaving only 1 term for your work is like an invitation to delay. That's because we have the impression that we have time and keep pushing things back, until it's too late. Break down your project (see #1 tips), and then create an overall timeline with a specific duration for each small task. This way, you know you have to complete each task on a certain date. Your timeline must also be strong - i.e. if you don't get this done today, it will jeopardize everything else you've planned afterwards. In this way it creates the urgency to act. My goals are divided into monthly, weekly, right down to the daily work list, and the list is a call to action that I must make this on the specified date, otherwise my goal will be given. Here are other tips on how to set deadlines: 22 Tips for effective deadlines4. Remove your Delayed Pit-StopsIf you are delaying a little too much, perhaps it is because you make it easy to delay. Identifying your browser bookmarks takes up a lot of your time and transfers them to a separate folder with less access. Disable automatic notification options in your email app. Get rid of the distractions around you. I know some people will get out of the way and delete or disable their facebook accounts. I think it's a bit drastic and extreme as tackling procrastination is more about our sense of action than resisting through self-binding methods, but if you feel that's what's needed, go for it.5. Going out with people who inspire you to actI'm pretty sure if you only spend 10 minutes talking to Steve Jobs or Bill Gates, you'll be more inspired to act if you spend 10 minutes doing nothing. The people we are with influence our behavior. Of course spending time with Steve Jobs or Bill Gates every day is probably not a viable method, but the principle applies - The Hidden Power of every single person around YouIdentify who, friends or colleagues activate you - most likely go-getters and hard workers - and go out with them more often. Soon you will inscrlen their drives and spirits too. As a personal development blogger, I go out with inspiring personal development professionals by reading their blogs and corresponding them regularly via email and social media. It's communicating through new media and it works all the same.6. Having a BuddyHaving a companion makes the whole process much more enjoyable. Ideally, your friend should be someone who has/sets his or her own goals. You will both hold each other accountable for your goals and plans. While it is not necessary for both of you to have the same goal, it will be than if that's the case, so you can learn from each other. I have a good friend whom I speak to regularly, and we always ask each other about our goals and progress in achieving them. Without saying, it motivates us to continue to act.7. Tell others about your goalsTho this serves the same function #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 status on projects. For example, sometimes I publish my projects on Personal Excellence Blogs, Twitter and Facebook, and my readers will ask me about them on an ongoing basis. It's a great way to keep yourself accountable for your plan.8. Looking for someone who has achieved results What do you want to accomplish here, and who has accomplished this? Go find them and connect with them. Seeing living evidence shows that your goal is very well achieved if you act as one of the best triggers for action. Clarify your goalIf you have delayed for an extended period of time, it may reflect the deviation between what you want and what you are currently doing. Often, we grow faster than our goals as we discover more about ourselves, but we don't change our goals to reflect that. Get away from your work (a short vacation would be good, the other just a weekend holiday or staycation would do too) and take some time to re-gather yourself. What exactly do you want to achieve? What should you do to get there? What are the steps to take? Is your current job a good fit for that? Otherwise, what can you do about it?10. Stop Over-Complicating ThingsAre are you waiting for a perfect time to do this? That's probably not the best time now because of X, Y, Z reasons? Ditch that thought because there was never a perfect time. If you keep waiting for one, you will never make anything. Perfectionism is one of the biggest reasons for procrastination. Read more about why global trends may be a bane rather than a benefit: Why being a global person may not be so perfect.11. Get a Grip and Just Do ItAt finally, it grasps to act. You can do all the strategy, plan and hypotheses, but if you don't act, nothing happens. Occasionally, I get readers and clients who continue to complain about their situation but they still refuse to act at the end of the day. Reality Check:I have never heard of anyone delaying their way to success before and I doubt it will change in the near future. Whatever you're delaying, if you want to get it done, you need to get a grip on yourself and do it. Bonus: Think Like a RhinoMore Tips for Procrastinators to Start Taking ActionFeatured Photo Credit: Malvestida Magazine via unsplash.com RD.COM MoneyPersonalized Coupons as great gifts that show your loved ones you really care about. Save your cash during this festive season and print out our festive, custom coupons. 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