

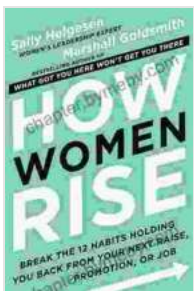
Break the 12 Habits Holding You Back from Your Next Raise, Promotion, or Job

If you're feeling stuck in your career, it may be time to take a closer look at your habits. There are 12 common habits that can hold you back from achieving your full potential, including procrastination, perfectionism, and a lack of focus.

This article will help you identify these habits and provide tips on how to break them.

1. Procrastination

Procrastination is the act of delaying or postponing a task or set of tasks. It can be caused by a variety of factors, including fear of failure, perfectionism, and a lack of motivation.



How Women Rise: Break the 12 Habits Holding You Back from Your Next Raise, Promotion, or Job

by Sally Helgesen

★★★★☆ 4.7 out of 5

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Text-to-Speech : Enabled
Enhanced typesetting : Enabled
X-Ray : Enabled
Word Wise : Enabled
Print length : 257 pages
Screen Reader : Supported



How to break it:

- Set realistic goals and deadlines.
- Break down large tasks into smaller, more manageable ones.
- Reward yourself for completing tasks.
- Avoid distractions.
- Get help from a friend, family member, or therapist if needed.

2. Perfectionism

Perfectionism is the belief that you must be perfect in everything you do. This can lead to procrastination, as you may be afraid of making mistakes. It can also lead to burnout, as you may never feel like you're good enough.

How to break it:

- Set realistic standards for yourself.
- Focus on your strengths instead of your weaknesses.
- Accept that mistakes are a natural part of life.
- Celebrate your accomplishments, big and small.

3. Lack of focus

A lack of focus can make it difficult to complete tasks and achieve your goals. This can be caused by a variety of factors, including distractions, boredom, and stress.

How to break it:

- Set clear goals for yourself.
- Break down large tasks into smaller, more manageable ones.
- Eliminate distractions from your workspace.
- Take breaks throughout the day to rest and recharge.
- Get help from a friend, family member, or therapist if needed.

4. Negative self-talk

Negative self-talk is the habit of talking to yourself in a negative way. This can damage your self-confidence and make it difficult to achieve your goals.

How to break it:

- Identify your negative thoughts and challenge them.
- Replace negative thoughts with positive ones.
- Surround yourself with positive people.
- Get help from a therapist if needed.

5. Fear of failure

Fear of failure can hold you back from taking risks and trying new things. This can prevent you from achieving your full potential.

How to break it:

- Identify your fears and challenge them.
- Set realistic goals for yourself.
- Take small steps towards your goals.
- Surround yourself with supportive people.
- Get help from a therapist if needed.

6. **Lack of confidence**

Lack of confidence can make it difficult to put yourself out there and go after what you want. This can hold you back from achieving your goals.

How to build it:

- Set realistic goals for yourself.
- Focus on your strengths instead of your weaknesses.
- Accept that mistakes are a natural part of life.
- Celebrate your accomplishments, big and small.
- Surround yourself with supportive people.
- Get help from a coach or therapist if needed.

7. **Lack of motivation**

Lack of motivation can make it difficult to get started on tasks and follow through. This can hold you back from achieving your goals.

How to find it:

- Set clear goals for yourself.
- Find a job or career that you're passionate about.
- Surround yourself with supportive people.
- Get help from a coach or therapist if needed.

8. **Lack of assertiveness**

Lack of assertiveness can make it difficult to stand up for yourself and ask for what you want. This can hold you back from achieving your goals.

How to develop it:

- Practice standing up for yourself in small ways.
- Set clear boundaries for yourself.
- Learn to say no to things you don't want to do.
- Surround yourself with supportive people.
- Get help from a coach or therapist if needed.

9. **Lack of networking**

Lack of networking can make it difficult to find a job or advance in your career. This is because networking can help you build relationships with people who can help you find jobs, learn new skills, and get advice.

How to improve it:

- Attend industry events and meetups.

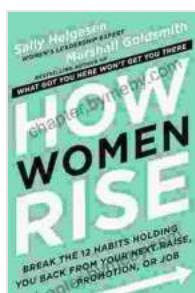
- Join professional organizations.
- Volunteer your time.
- Get involved in your community.
- Reach out to people you admire and ask for their advice.

10. Lack of education and training

Lack of education and training can make it difficult to get a job or advance in your career. This is because employers are looking for people who have the skills and knowledge that they need to do the job.

How to improve it:

- Take courses and workshops to learn new skills.
- Get certified in your field.
- Network with people who can help you learn new skills and find



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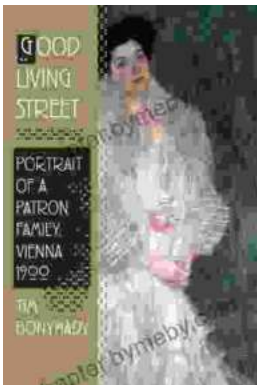
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