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After Before Location: Easton, N.H. Nine years ago, when Toy Garfield was invited to a neighbor's party in her small Town of New Hampshire, she says she walked through the front door, looked around and thought, These people live in my house. Filled with character and great light, the small folding house had what Garfield calls good bones. Fate smiled on her a few months later when the owner, an artist, decided to rent out the three-story house. Toys moved in, and when the owner finally decided to put the house on the market, she and her then new husband Doug knew they had to buy it. The front porch, made 7 feet longer to align with the addition, commands a gracious view over the front yard, redolent with the scent of many lilac shrubs. Built in 1952, the house was configured to suit the needs of the previous owner, who lived alone. The bedroom and kitchen were located on the first floor, with a large open living room on the second floor where they would entertain friends, using a dumbwaiter to transport meals between the kitchen and the upstairs space. A third floor, divided into bedrooms served as attic storage. Although they immediately updated the bathrooms and set up a small nursery for their new baby, the Garfields decided not to embark on major renovations until they had lived in the house for a few years. It seemed like the best way to decide what they really wanted to change. They thought of waiting at least five years for making major structural changes. Meanwhile, Toy read scores of shelter magazines, tearing out examples of interiors they liked and which they didn't. The result was a do book and a don't book- both proved extraordinarily useful once the work started. Having worked in the retail sector most of her career (she is now with the catalog company, Garnet Hill), Toy knew that often you get more of what you want with photos than with words. I read horror stories in magazines about people who couldn't communicate what they wanted with their builder or architect, and they ended up with expensive misunderstandings, she explains. Before a generous window in the kitchen replaces what was once the front door. The owners shifted the main entrance to the far end of the house so that it opens in the new addition. The Garfields met with a local architect, but eventually they decided to work directly with contractor Steve Chardon of Chardon Construction in nearby Franconia, New Hampshire. I knew without an architect, I could figure out what we needed, Says Toy. We hired Steve and started the process with some sort of think tank on the weekend – he came to drink coffee on Sunday mornings and brainstorm with us at the kitchen table. had years of life in space and all the magazines to show him. Steve had a CAD [computer-aided design] system, and he used that to show us on screen shortly after how our ideas would Visual. It was a great way to work together. A new kitchen and a living room downstairs were at the top of their bucket list. We wanted to make an addition to the house without it looking distinctly new and out of sync with the original structure, says Toy. Extending only the first floor to reach the added living room created a tricky roofline. To fix the problem, Chardon suggested that they expand upwards to an additional room on the second floor. I thought it would be double the money, but it wasn't true, Toy says. The ground floor foundation represents most of the cost. Thus informed, the Garfields decided to review the plans and build a master bedroom and bath over the new living room. The old bedroom on the first floor became the family room. Located on the other side of the kitchen from the living room, it's the perfect place for four-year-old Dodge to play while adults cook and hang out nearby. For the new kitchen, a magazine tear sheet she had saved from years earlier served as a visual guide. It showed a spacious kitchen with a central island, a dining area, and a paneled half-wall separating the dining area from the living room beyond. I thought the [half wall] was such a great way to divide two rooms, says Toy. We had the page taped to the wall; The workers loved it. If it wasn't for Steve, they knew exactly what it was supposed to look like. We used it as our guide to match the moldings, the woodwork - everything. With the addition, they extended the front porch and moved the main entrance from its original, central location to the far end of the house. A new mudroom with a tiled floor (the rest of the house has Vermont maple floors) adspaces to the new main entrance. Sliding doors, breaded pocket doors salvaged from the second floor frame a space where the family stores coats, garden tools, skis and toys. A window nook in the foyer was built next to the mud room to fit a favorite antique style sofa that Toys bought several years ago. I wanted the flexibility of a piece of furniture instead of something built in, Explains Toy. One day I might want to replace that couch with a table. Although most of the renovation is now complete, Toy's notebook of ideas and magazine tear sheets continues to grow. My house looks a lot like a cottage in many ways. It is casual and easy to maintain. I have always loved England and am inspired by English interiors. There's not much formality about me, and I think that's reflected in our house. Lately, she has been collecting ideas for paint colors and accessories. The next big project involves landscape architecture with lots of color texture- but that's another four or five years from now, she laughs. The Garfields' four-year-old son, Dodge, plays on an antique sofa in the foyer next to the mud room, where storage bins keep toys and footwear neat. Toys painted Dodge's bedroom cutting out paper stars to see where they would place them on the walls, then stenciling the shapes in blue and yellow. This content is created and maintained by a third party and imported onto this page to help users provide their email addresses. You may find more information about this and similar content on piano.io The independent, trusted guide to online education for over 22 years! Copyright ©2020 GetEducated.com; Approved Colleges, LLC All rights reserved The independent, trusted guide to online education for over 22 years! Copyright ©2020 GetEducated.com; Approved Colleges, LLC All rights reserved The independent, trusted guide to online education for over 22 years! Copyright ©2020 GetEducated.com; Approved Colleges, LLC All rights reserved last updated on October 20, 2020 You have a deadline coming. However, instead of doing your job, you are fiddling with various things like checking email, social media, watching videos, browsing blogs and forums. You know you should be working, but you just don't feel like doing anything. We're all familiar with the procrastination phenomenon. If we delay, we waste our free time and postpone important tasks that we should do until it is too late. And if it's indeed too late, we'll panic and we'd like to get started sooner. The chronic procrastinators I know have spent years of their lives in this cycle. Procrastinate, postpone things, slacken, hide from work, only face it when it is inevitable, and then repeat this loop again. It is a bad habit that eats away at us and prevents us from achieving better results in life. Don't let procrastination take over your life. Here I will share my personal steps on how to stop procrastinating. These 11 steps will certainly also apply to you:1. Break your work in small stepsPart of the reason we procrastinate is because we subconsciously find the work too overwhelming for us. Break it up into small parts, then focus on a part at the moment. If you are still procrastinating on the task after breaking down, then break it even further. Soon your task will be so simple that you will think gosh, this is so simple that I might as well just do it now!. For example, I'm currently writing a new book (on How to Achieve Something in Life). Writing book at full scale is a huge project and can be overwhelming. However, when I break it down into stages such as - (1) Research (2) Deciding on the subject (3) Making the sketch (4) Drawing up the content (5) Writing chapters #1 to #10, (6) Review (7) etc. Suddenly it seems very manageable. What I do then is to focus on the immediate phase and let it do to my best, without thinking about the other phases. When it's done, I'll move on to the next one.2. Changing your environmentDifferent environments have different impacts on our Look at your desk and your room. Do they want to work or do they let you cuddle and sleep? If it's the latter, you should look at changing your workspace. One thing to note is that an environment that makes us inspired before can lose its effect after a period of time. If that's the case, then it's time to change things. See steps #2 and #3 of 13 strategies to start your productivity, which talk about refreshing your environment and workspace.3. Create a detailed timeline with specific deadlinesIt having only 1 deadline for your work is like an invitation to postpone. 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 (see tip #1), and then create a general timeline of specific deadlines for each small task. This way, you know that you have to complete each task on a certain date. Your timelines also need to be robust - i.e. 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 divided into monthly, weekly, right down to the daily to-do lists, and the list is a call to action that I must achieve by the specified date, otherwise my goals will be deferred. Here are more tips on setting deadlines: 22 Tips for effective deadlines4. Eliminate your procrastination pit-stopsIf you put off a little too much, maybe that's because you make it easy to set. Identify your browser bookmarks that take up a lot of your time and move them to a separate folder that's less accessible. Turn off the automatic notification option in your email client. Get rid of the distractions around you. I know some people will get out of the way and delete or deactivate their Facebook accounts. I think it's a little drastic and extreme when addressing procrastination behavior is more about being aware of our actions than countering it through self-binding methods, but if you feel that's what's needed, go for it.5. Hang out with people who inspire you to take actionI'm pretty sure if you only talk to Steve Jobs or Bill Gates for 10 minutes, you're more inspired to act than if you haven't done anything for 10 minutes. The people we're 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 holds – The hidden power of every person around YouIdentify the people, friends or colleagues who trigger you – probably the go-getters and hard workers – and hang out with them more often. Soon you will also inculcates their drive and mind. As a personal development blogger, I hang out with personal development experts by reading their blogs and corresponding with them regularly via email and social media. Media. communication through new media and it all works the same.6. Getting a BuddyHaving companion makes the whole process much more enjoyable. Ideally, your buddy should be someone who has his/her own goals. You hold each other 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 that is the case, so that you learn from each other. I have a good friend with whom I talk regularly, and we always ask each other about our goals and progress in achieving those goals. Needless to say, it encourages us to continue to take action.7 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. When you see them now, they will ask you questions 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 a permanent basis. It's a great way to hold myself accountable for my plans.8. Find someone who has already achieved the resultWhat is it you want to achieve here, and who are the people who have already achieved this? Go look them up and connect with them. Seeing the living proof that your goals are very achievable when you take action is one of the best triggers for action. 9. Clarify your goalsIf you delay for an extended period of time, this may reflect a misalignment between what you want and what you are currently doing. Often we outgrow our goals as we discover more about ourselves, but we don't change our goals to reflect that. Get away from work (a short vacation will be good, otherwise just a weekend away or staycation will do too) and take some time to regroup yourself. What exactly do you want to achieve? What do you have to do to get there? What are the steps that need to be taken? Does your current work match that? If not, what can you do about it?10. Stop Over-Complicating ThingsBen you waiting for a perfect time to do this? That might not be the best time now because of X, Y, Z reasons? Dump that thought because there's never a perfect time. If you keep waiting for it, you'll never achieve anything. Perfectionism is one of the biggest reasons for procrastination. Learn more about why perfectionist tendencies can be a curse rather than a blessing: Why being a perfectionist might not be so perfect.11 Get a Grip and Just Do It At the end, it comes down to taking action. You do all the strategizing, planning and hypothetical, but if you don't take action, nothing happens. 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 yet to hear someone postpone their path to success before and I doubt it's the to change in the near future. Whatever it is that you're putting off, 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 unsplash.com

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