- "Write a blog post," you could break it down like this: *1. Write the title. *2. Conduct research. *3. Write headings and an outline. *4. Write the post. *5. Check spelling and grammar. *6. Format the post for the Web. *7. Source and resize images. *8. Insert images. *9. Upload and schedule post.

- Talk to regularly in order to keep each other accountable. Alternatively, you could write about your goals on a forum, post an update on social media, create a public blog post or use an app like Lift.do. All

- Experiment with different types of noise and see what helps you to concentrate the most. You could try a fan or air conditioner, nature sounds, or a website like Coffitivity that simulates the background noise of a busy coffee shop. There are also several white noise apps for iPhone and Android that offer a selection of different background noises.

- music for concentration is usually classical, ambient or instrumental, without lyrics. Most people find music with lyrics to be very distracting, but author Stephen King writes to a backing track of heavy metal—you may be surprised what works for you! You can find productivity playlists compiled by other users on YouTube and Spotify.

- RescueTime is a very helpful software application for tracking how you spend your time on the computer. It runs in the background and sends you a report at the end of each week so you'll know exactly how much time you spend in different software applications and on different websites.

- By writing down everything you achieve each day, you'll feel motivated to continue.

- Make a note of tasks as you complete them, or reflect at the end of the day and write down a list of everything you achieved. You can do this on paper or in an app like iDoneThis.

- Keep your goals in an easy-to-access place. This could be a binder or an app like Evernote. Once or twice a day, pull out this list and review your goals. Take time to read each goal out loud and think about the specific actions you're taking to achieve it.

- Find an online forum or Facebook group that matches your personal interests or habits. Then

- Sharing quotes, stories and blog posts with other people shows you take the time to think about others. A thoughtful story or quote can even strengthen your relationship with another person, making both of you feel good about yourselves.

- Before walking away, let the person know you enjoyed your interaction.