



Time Management 时间管理

life  beats

Time Management

时间管理

Time management is simply the process of expanding your open time as much as possible by eliminating waste and accomplishing more of what you want with as many minutes of your day as you can. You can use the tips in this presentation to get the most out of your personal and working time.

时间管理是一个通过消除浪费的时间将所有时间用在你想做的事情上，尽量使有效时间最大化的简易流程。你可以通过这份PPT中的一些小贴士来得到最多的私人或工作时间



Basics of Time Management

时间管理的根本

- Set clear goals and priorities.
设定明确的目标和优先的次序。
- Schedule high priorities, both personal and professional, first.
首先将优先级别较高的事情(私人的或工作上的)定制出具体的计划。
- Stay focused on doing what is most important at any given time.
在任何时候保持注意力集中在重要的事情上
- Use only one calendar or day planner and carry it with you at all times so it's always at hand and nothing slips between the cracks. Make sure your calendar includes:
使用一个日历或日程计划, 并且一直带在身边, 所以一直在手边没有什么事情能够漏掉, 你的日历必须要保持一下几点。
 - A prioritized daily task list,
重点的日常任务列表,
 - An appointment schedule and
预约时间表
 - A task list of those things you wish to accomplish that aren't already scheduled for specific dates.
你希望这些事情在特定的时间能够完成但还没有计划好具体时间的任务列表



Overarching Tenet of Time Management

时间管理的总体宗旨

Narrow the focus to a few highly important goals so you can manageably achieve them in the midst of the whirlwind of the day. - *The 4 Disciplines of Execution*

重点聚焦于几个非常重要的目标，这样你就可以在每天的重点时间内进行掌控。 - 执行4个原则



Key Tips

重要的小贴士

- The only thing truly within our **control** is **ourselves**. Plan more realistically for the things you can't control, and learn to roll with the punches.
真正我们能控制的惟一的事情就是我们自己。计划一些更加实际的东西，你无法控制的事情要学会从容应对。
- **Take time to make time.** Create solitude at least once a day to plan. 花时间去创造时间。至少每天一次独自计划。
- **Figuring out what your major distractions** are will help you avoid or minimize them.
搞清楚你的主要干扰项会帮助你避免或尽量最小化它们。
- **Organize!** Clutter saps creativity and energy.
组织起来！让杂乱过的事情更具创造性和活力。
- **Know when to say no; politely.** There is not enough time to do everything. Sometimes you have to say no when asked to do someone a favor because you either don't have the time to do it well or it will interfere with your high-priority goals. Say no with a smile; they will understand.
知道什么时候该礼貌说“不”。没有足够的时间做一切。有时你不得不说不，要求别人帮忙，因为你没有时间做它做好，还会对优先级项目造成干扰。礼貌的微笑着说“不”；别人会理解的。



Further Specifics for Work

进一步细化工作

- **Concentrate.** You can accomplish a great deal more when you're not interrupted. That's why it's important to plan your schedule so you can work on several similar or related tasks in a row. Even in the busiest environments you'll want to create a place where you can work for an hour or two a day without interruption.

集中精力。您可以完成更多的任务而不会被打断。这就是为什么要安排计划的重要性，以便您可以依次进行几个类似的或相关的工作。即使在最繁忙的环境中，您也需要在一天中找一两个小时不被打扰的地方。

- **Confirm Appointments.** Avoiding just one or two broken or delayed appointments per month will save you much more time than it takes to confirm all the appointments that go off as scheduled.

确认约定。避免只是因为一个或两个取消或延迟约会影响到以后所有的约定。

- **Delegate.** Spending more time on your most important activities will make you more productive, even if it costs you extra to delegate some jobs to outside services. Successful delegating involves finding and cultivating a competent delegate, explaining the results you want until your delegate can repeat the goals back to you, and monitoring what your delegate does without over-controlling or doing the work yourself.

委托。，花更多的时间在你最重要的活动上能让你更有效率，即使需要你做一些工作将它委托给外部服务。成功的委派涉及到寻找和培养一个称职的被委托方，解释清楚你想要的结果，直到您委托任务能不折不扣的重复完成并能达到你的目标要求，监控被委托方的工作避免过度控制和自己动手。

Further Specifics for Work Continued

- **Do Things Right the First Time.** This is much more efficient than re-doing work several times. If you think you don't have time to do it right on the first try, ask yourself where you'll find even more time when you have to do it over.

一次性将工作做成功。这比重新做的几次 有效得多。如果你认为你没有时间保证第一次能做成功, 问自己 在什么地方能找到更多的时间完成它。

- **Avoid Meetings Except When Truly Necessary.** You can exchange information via telephone calls, faxes, e-mail, shared documents, and by sending delegates to the meeting in your place.

除了真正需要尽量避免会议。您可以通过电话, 传真, 电子邮件, 共享文件, 并在你的部门派代表参加了会议交换信息。



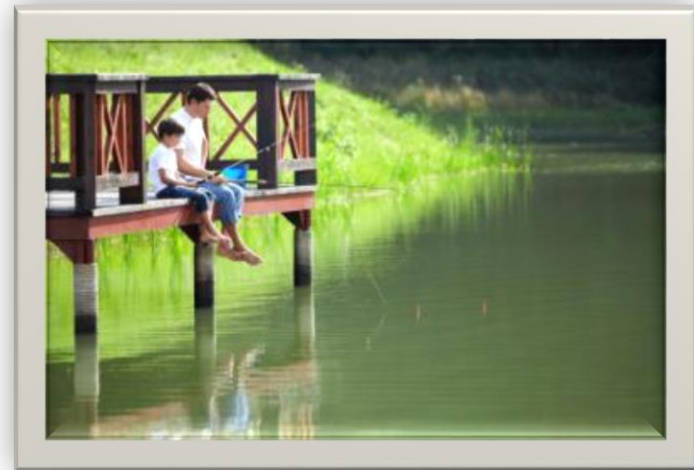
... and the final Tip for Time Management: Find Time to Relax...

时间管理的最终提示：找时间放松

Taking time to **be a human *being* versus a human *doing*...**

人类对待时间要象人类在做。

- Draws one closer to family and friends by not relegating time with them to “checking off” activities
亲近你的家人和朋友，不要把与他们在一起的时间作为一项活动来检查。
- Refreshes one by reinvigorating the mind’s ability to “think out of the box”
更新自己的思维，能保持跳出固有思维想问题
- Allows for self-assessment
允许自我评估



Resources

资源

Web Sites & Links

- [Click here](#) for a Time Management Checklist
.点击红字能找到时间管理的检查单
- Tips on how to get the most out of your time are offered at:
更多时间管理的信息, 参见下面的网页: www.mindtools.com/page5.html

Books 相关的书籍

- MacKenzie, Alec, **The Time Trap: The Classic Book on Time Management.** AMACOM Books, 1997.
- Moskowitz, Robert, **How to Organize Your Work and Your Life – Proven Techniques for Business, Professional, and Other Busy People.** Doubleday, 1993.
- Allen, David, **Getting Things Done: The Art of Stress-Free Productivity.** Viking Press, 2001.
- Covey, Stephen R., **The Seven Habits of Highly Effective People.** Simon & Schuster, 1990.
- Lakein, D., **How to Get Control of Your Time and Your Life.** New American Library, 1996.
- http://www.mindtools.com/pages/main/newMN_HTE.htm

Good Day!
你好再见

Now that you've learned time management, enjoy your day!

现在你已经学完时间管理了，开心每一天！

Check Signals

pre-task analysis



WHAT COULD GO WRONG?

WHAT PRECAUTIONS SHOULD I TAKE?

CAN I DO THE JOB SAFELY?

Focus - Start to Finish

Visit LifeBeats on Elements at [www:\lifebeats](http://www.lifebeats.com) for more information on time management.