

美的訊息

⑦ 生活篇

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美的訊息 7 《生活篇：
30天使你生活有條理》 BG000230

⑦美的訊息—生活篇

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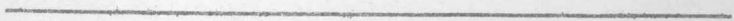
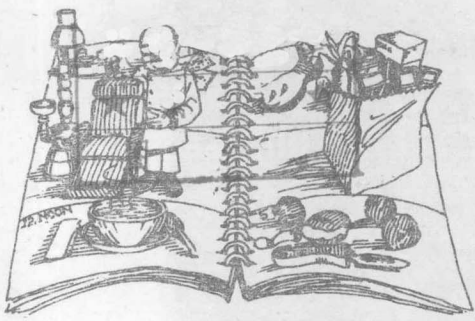
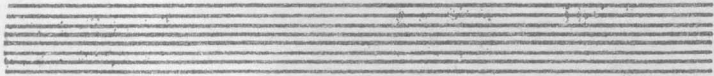
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Things fall apart; the centre cannot hold . . .
—W. B. Yeats

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It ain't necessarily so.
—Sportin' Life
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…… 離少師客壽韓

並非非 香齋齋 ！點心舖

我，男來入面當伊直辦這事，坐千象半大些，那開聲博
誰聽最平過，到再然共，兩取齊當得一分，內之天十三五
種的圖本！那家之日一非，只三鄭水標酒，題目說及可不

。果實，事情模擬兩可，問題點便無法掌握

—W. B. Yeats

他是不需要如此

—Sportin' Life

Porgy and Bess

。本不為言的些些，一換——事在通平不平
對齊戲話由誤不並界出影，內通平身雖難許，總是許
。這本內來理計事其難道下，友感非實家，土實難。內除
不出，看對音的夫難難對再會不否主作形，內之天十三五
既得後，內之天十三五其野。入內難難言最更平按實言
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。本不為言的些些，一換——事在通平不平

並非序言 請諸君 耐心讀！

對我們這些大半輩子生活毫無條理可言的人來說，想在三十天之內，使一切皆有定所、井然有序，似乎是個遙不可及的目標，所謂冰凍三尺，非一日之寒啊！客廳的櫥櫃之所以會變成那副模樣，是長久累積的結果。

如果必須花費大量的時間和精力，保持整理手中所有的瑣碎事，使得錯過了約會、取銷了事情，生活雜亂無章，失掉了生命中的諸多樂趣，請你注意這點：有許多人皆能準時、來得及。他們完成既定的事情，家中物物皆有定所，清爽舒適，甚至櫥櫃也都是整整齊齊。一旦看過這些情形，就不禁會懷疑，這些到底是如何辦到的，觀察這些問題，提出各種問題。最後我開始進行當初可能會認為近乎不可能的事——將一切整理的有條不紊。

有組織、有條理是可能的，這世界並不是由混亂在控制的。事實上，整齊和型式，可能就是事情原來的本性。在三十天之內，你的生活不會再像鐘擺式的有規律，也不會當選年度最有組織的人。但是在這三十天之內，將得到使生活變得有組織的架構和神話。如果在這三十天之中，地下室卻仍是一團糟，千萬不可立即感到沮喪、挫折。你

NOT REALLY AN INTRODUCTION

So Read It!

Getting organized in 30 days seems like a lofty goal to those of us who have spent a lifetime becoming disorganized—when the hall closet has taken years to get into that shape!

If you have spent years missing appointments, putting things off, living in disarray and missing out on a lot of fun because you have to spend so much time and energy maintaining what little order you do have, notice this: A lot of people are on time. They get things done. Their homes are neat. Their closets even are organized. Once on the critical list myself when it came to organization, I began to wonder how this could be. I began to observe these wonders and ask them questions. And eventually I set out on what earlier would have been considered a nigh impossible task—getting organized.

Organization *is* possible. Chaos doesn't rule the universe. As a matter of fact, neatness and pattern may be the very nature of things.

Before you go put all the spoons together in the silverware drawer, let me add this:

Your life will not be running like clockwork in 30 days. Your home will not be ready for *Better Homes and Gardens*. You will not be elected the most organized person of the year.

Rather, in 30 days you will have the framework, the methodology, for getting your life in order. Do not become too soon discouraged if in 30 days your basement is still a mess. What you hope to achieve is a handle on how and when you want to get around to it. When you take control of your life, a packed closet will not keep the rest of your life from being orderly.

Every system for getting organized has to be personal, flexible and realistic. Turn this into a 60-day course if you wish. Modify sections to suit yourself. Or ignore whole sections altogether.

So get ready to defy your nature and get organized!

所希望達成的，是何時以及如何你想着手進行這些事。當你掌握了生活的控制權之後，整理櫥櫃就不會使生活的其餘部份，變得井然有序了。

將一切變得有組織、有條理的每一系統，都必須是個人的、且具有彈性。如果你喜歡的話，也可以將這件事以六十天的時間去完成。修改每一階段，使之合乎自己，或是可以不理整個階段。所以請你準備向本性挑戰，使一切事物皆有定所。

... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...
... 丁字音於我發聲，(分) ...

第一週： 組織時間



Way back in high school science, we all learned that, according to the Second Law of Thermodynamics, it is the very nature of things to fall into disorder. We will disprove this scientific finding by tackling Time the first week. In the next chapter, we will handle Space.

DAY 1, HOUR 1: MAKE A LIST

Enough talk. It's time to act.

Get a piece of paper—any piece will do for now—and make the following list of things to purchase:

datebook
small notebook
memo pad
colored pens

Do not rush right out and buy these things. The first lesson of getting organized is: Don't be impulsive or compulsive. Getting organized means proceeding about your business in a rational, thoughtful manner.

Example: Suppose you had made out this list, hopped in your car, gone to the stationery store, bought the things and come home. A few hours later, you might have discovered you needed milk—back in the car to the grocery store. Then you might have remembered you had clothes at the cleaner. You'd be surprised just how many people act so haphazardly.

首先回到高中的科學。我們曉得，根據熱力學第二法則，事情變得凌亂無章，是件很自然的事情。但是在第一週之中，首先處理時間問題，對此一科學發現，提出不同意的看法。在下一章中，則將處理空間問題。

第一天

第一小時：作一明細表

做這件事就足夠了，現在正是採取行動的時候。

拿出一張紙——任何紙張均可，然後列出以下所欲購買的項目：

約會記錄簿

小記事本

便條台

色筆

不必急著衝出去買這些東西，學習有組織的第一課是：不要衝動、任性、或是強制的。所謂有組織、有條理，是指以理性、有思考的態度，去處理、進行所有的事情。

例如：假如你已經列出這份明細表，跳進車子，到了文具店，買了這些東西之後回家。幾個小時之後，也許發現還要買牛奶，所以又跳上車，到雜貨店去買。然後或許又記起還有衣服放在洗衣店。這麼多人如此偶然地採取行動，的確令人感到吃驚。

明細表的重要性

因為本書將要讀者作一大堆的明細表，所以甚至可以稱爲「明細表之書」。

你剛剛才列了一張，雖然是小小的一張，卻仍然有它的重要性。明細表能提供諸多重要的服務：

- 明細表能自你的腦袋中獲得訊息，轉換成一張紙。換言之，現在你可以停止想這一項目了；它不會再在你的腦袋瓜中喧鬧不停了。（另一選擇時，如果你不想以記載的方式，去完成某一事情，則最好是在忘記之前，趕緊衝出去，把事情做好。不過這並不能算是有組織的行動，只能說是隨意的行爲罷了

- 明細表實質上能幫助記憶事情。如果你把買肥皂一事寫入明細表中，然後當你到達雜貨店的時候，忘掉了明細表，但是記載項目的過程，能夠幫你記憶購買肥皂一事。寫成明細表，使你借以採取行動，並且將此行動烙印在腦海中，然後再從意識思維中，摘取出一行動訊息。

- 明細表能幫你整理、組織事情和行動。

- 明細表上的事情能夠註銷。在完成某一事情，並且在明細表上將之註銷時，會產生一種微妙的心理回饋。我

The Importance of Lists

This book could have been called *Another The Book of Lists* because we're going to make a lot of them.

You have just made one, and, small as it is, it is still important. (Hold onto it for a while, we're not ready to act on it just yet.)

Lists provide important services:

- *Lists get information out of your head and onto a piece of paper.* In other words, you can now stop thinking about that item; it's not cluttering up your brain. (The other choice if you have to get something done is not to write it down. This requires you to rush right out and do it lest you forget. And that is a random rather than an organized course of action.)

- *Lists actually help you remember things.* If you have written "soap" then forget your list when you go to the grocery store, the very process of writing the item down will help you remember to buy soap anyway.

Making a list commits you to an action and burns that commitment into your brain while at the same time getting it out of your conscious thoughts.

- *Lists help you consolidate and organize things and actions.* More about this in a minute.

- *Things on a list can be crossed off.* There is a subtle psychological reward in accomplishing something and crossing it off your list. We are interested in rewards because, especially during