



跳蚤·阅读精品系列中英文对照文丛

# 跳蚤·阅读 FLEA READER'S

第三辑⑤

两块面包

嘉莉妹妹

大禹治水

Forrest  
Gump

Forrest  
Gump

阿甘正传

外文出版社

跳蚤·阅读精品系列中英文对照文丛

# FLEA READERS

跳蚤·阅读

第三辑

⑤

Sister Carrie

嘉莉妹妹

外文出版社

北京

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## 前言

《跳蚤·阅读》(FLEA READERS) 是刘国彬教授和美籍专家迈克·理斯顿先生为大中学生和广大英语爱好者精心策划的一套英语课外读物,是针对教育部对目前英语教学现状提出的意见编撰的,旨在为广大中学生和大学低年级学生提供一套既实用又轻松的中英文对照读物。

这套书编排形式活泼新颖,文章短小精悍,图文并茂,注释详实,这是本书的第一个特点;

第二,本丛书取材广泛,纵横古今中外,品类繁多,包罗影视文(章)网(络)。

我们拟先推出三辑 30 本,以后再陆续添加。在本丛书的成书过程中,许多人都付出了大量的时间、精力和心血。我们在此向他们表示由衷的感谢。

尽管我们在尽最大的努力做好每一件事,但是失误仍然在所难免。希望广大读者一如既往地对我们的工作进行监督与批评,并欢迎广大读者随时与我们联系。

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## **Gain an Extra Hour Every Day**

*By Ray Josephs*

Finding time to enjoy life is becoming harder and harder. According to a survey, Americans' leisure-time dropped more than 27 percent between 1973 and 1993. Over the same period, the average workweek jumped from 41 to 50 hours.

### **Use your peak hours wisely.**

When is the best time to undertake important tasks? Dr. Nathaniel Kleitman, a University of Chicago physiologist, documented that normal body temperature can vary as much as three degrees during the day. These patterns correlate with the rise and fall of your working efficiency, mental alertness and feeling of well-being.

Simply lounging in bed in the morning can rob you of productive time. "Long ago I learned a trick that saves me 20 to 50 minutes a day, " one busy man told me. "I simply get out of bed when I wake up. Linger only delays the inevitable, and you aren't getting any real rest anyway. "

People tend to be most alert in late morning and midevening. Afternoon brings an increase in sleepiness, with a "trough" in efficiency occurring around 2 or 3 P. m. After body temperature peaks between 6 and 8 P. m.

**Time and Energy**



## 每天额外多得一小时

雷·约瑟夫斯



抽出时间享受生活变得越来越困难。根据一项调查显示，从1973年至1993年，美国人的休闲时间减少了高达27%。与此同时，每周平均工作时间激增到41至50个小时。

### 明智地利用效率高峰时间。

何时是做最重要工作的最佳时间呢？美国芝加哥大学生理学家纳撒尼尔·基雷特曼博士证明，正常人的体温一天内变化多达3华氏度。体温的变化直接关系到你工作效率的高低，思想的敏捷程度和心情舒畅与否。

早上赖在床上不起就会占去你做很多事情的时间。一位大忙人对我说：“很久以前，我就学会了每天节省20到50分钟的方法。”“办法很简单就是一睡醒，就立即起床。赖着不起只能推迟，你并不能得到真正的休息。”

人们在上午十一点和晚上九点左右思维最为活跃，午后逐渐感到困倦，两三点钟是低潮，效率最低。下午六点到八点，人的体温达到最高，许多人的



many people experience a decrease in alertness.

Use your high-efficiency hours to tackle difficult jobs or engage in creative thinking. For low-efficiency times, concentrate on reading the newspaper, cleaning up or sorting your mail. By adapting to your mental condition, you can accomplish more in less time.

### **Make a plan.**

Time-management experts agree that the most productive minutes of your day are those devoted to planning ahead. Just 20 minutes of organizing can save an hour of extra effort remembering what must be done. Don't try to carry your life around in your head. Write things down so you can free your brain for more creative pursuits.

Make a to-do list every day. If you have fewer than ten items, use numbers to prioritize <sup>①</sup> your list. If you have more, group the most urgent tasks under "A", less important under "B" and least vital under "C". Or rank items with different colored highlighters.

In less than ten minutes, New York City attorney Christine Beshar, a mother of four, lists all household tasks to be completed each day. Through good organization, Beshar is able to manage her family and professional responsibilities, and also stay involved in church activities and a college board of trustees—and do everything well.

**Prioritize paperwork the same way.**

**THE END OF THE WORLD**



思维活跃程度降低。

要把你效率高的时段用来处理难度大或者有创造性的工作。在效率低的时间段可以集中精力读报、清理或分检邮件。和精神状态相适应,你就可以用较少的时间完成更多的事情。

### 制定工作计划。

时间管理专家认为一天中最有效率的时间是做预先计划的工作。20 分钟的安排可以省掉多余的一小时的考虑:什么必须做。不要把什么事都记在脑子里。把要做的事情写下来,这样你就能腾出脑子去做更富创造性的工作。

每天列一个清单。如果少于 10 项,就用数字按优先顺序排。如果很多,把最急迫的工作归为‘A’类;次要的事情归为‘B’类;不重要的事归为‘C’类。或者用笔来强调工作项目。

纽约市律师克里斯汀·贝沙尔是一位四个孩子的母亲。她不到 10 分钟就列出每天要做的家务活。通过周密的安排,贝沙尔就能自如地处理家庭和工作,同时长期参与教会的各种活动和学院董事会的工作——而且每样事情非常非常出色。

案头工作也按优先顺序安排。

① prioritize  
[ˈpraɪˈɔːtaɪz] 把…区分优先次序

American business people spend many hours writing, reading, filing and retrieving paperwork. What's more, they never again look at much of what they file. To solve this problem, train yourself to focus only on vital paperwork.

Sort out key papers and categorize them: To Do (something to act on or delegate), To Read (information for future reference). Put the To Do pile front and center and place the two other piles out of sight. Keeping only major items on your desk prevents timeconsuming mental side trips.

### **Discourage drop-ins.**

Many working people like to claim their door is always open. Yet the person who welcomes everyone who drops in will get plenty of conversation but won't accomplish much.

The trick is to develop inoffensive ways to protect yourself from minute - stealing interruptions. An international public - relations consultant, uses a variation of the open - door policy by keeping his door ajar. The message is clear: he really doesn't want you to come in, but you can if it is important.

Another way to handle unexpected drop - ins: apologize for your crowded schedule, then set up a meeting time when things will be quieter, or during a low-efficiency period.

**Let's take another look at the drop-in problem.**



美国商人要花费很多时间撰写、阅读、归档和检索文件。更有甚者，他们再也不会查看归档的大量卷宗。解决这个问题的办法就是训练你自己只重视最重要的文件。

挑出重要文件进行分类：立即办理（处理或者交给别人去办的事）；阅读（指以后参考文件）。把立即办理的文件放在眼前，把另外两堆文件先放在一边。只把主要的文件放在桌上，避免浪费精力。

### 谢绝不速之客。

许多工作人员喜欢声称他们办公室的门永远是开着的。然而，对每位不速之客都保持欢迎态度的人要花许多时间谈话，却不会得到什么。

解决之道就是采用不得罪人的方法来使自己免受别人浪费时间的打扰。一位国际公共关系顾问改变了“开门政策”，把门虚掩着。这样做的意思很清楚：他其实不想让你进来，但是如果有事你也可以进来。

另一种对付突然来访者的办法是：为你排得满满的日程安排道歉。然后安排在较为清闲或者工作效率不高的时候进行会面。

**Tame the telephone.**

There is a story of a farmer whose telephone constantly rings as he talks to passer-by outside his door. The visitor is distracted, but the farmer only shifts his pipe. "Pay it no mind," he says. "I put that phone in for my convenience."

Hardly any device can save more minutes – or waste so many more – than the telephone. To short-circuit long-winded callers, set a time limit, then signal the end of your conversation with a phrase such as "Before we hang up……" You can save even more time by not taking every incoming call.


Before you make a call, keep its purpose clear. If you need to cover more than one subject, jot them down, then stay on track. Busy people appreciate directness. To avoid "telephone tag," keep a record of when people you call regularly are least busy. Even better, make appointments to call important contacts.

**Work while waiting.**

When waiting is inevitable, have some reading matter handy. A briefcase or folder can house a treasure-trove of letters, reports, periodicals and clippings.

**Take a break.**

Making the best use of every moment doesn't mean pushing yourself relentlessly. Breaking up your routine can help you work faster and better. A catnap in the





### 控制电话。

有一个故事，是讲一位农夫在家门口和一位过路人说话的时候，屋里的电话不停地响。客人心里很烦，而那位农夫却只是摆弄着烟斗说：“别理它，我装电话是为了我自己方便。”

没有什么比电话更省时间——或更浪费时间。为了打断那些在电话上说个不停的人，确定一个限度，暗示你们的谈话应该结束，如：“我们挂断电话以前……”你甚至可以通过少接几个电话节省更多的时间。

你打电话前，先明确目的。如果要谈几个话题，可以把内容简要写下来，然后切入正题。工作繁忙的人喜欢直截了当。为了避免打电话找不到的情况，对经常与之通话的人，记下他们一般在什么时间最空闲。预约一下更好。

### 边工作边等候。

当必须等时，手头可以准备一些阅读的材料。一个公文包或文件夹装很多有价值的信件、报告、刊物和剪报。

### 休息一下。

利用好每一分钟并不是说要强迫自己忙个不停。打破常规可以让你把工作做得更快更好。例如，在每天中午

middle of the day, for instance, can be energizing. Exercise can also clear your mind and relax your body. Even ten minutes of relaxation with alternate shallow and deep breathing can psyche you up or calm you down. If time pressures are prolonged, take a vacation day or a long weekend.


To help us all gain an extra hour every day, a clock-maker in Dallas has created a timepiece measuring each minute at 57.6 seconds. The 2.4 seconds borrowed from each minute add up to an extra 60 minutes at the end of each day. You can accomplish the same thing, however, by simply managing your time more efficiently and you'll reap the full benefits.

People who get things done don't like to spend their time arguing needlessly. If you pick fights, they will avoid you, and you will find yourself surrounded by other argumentative losers. That's a sure path to failure.

### **Putting first things last.**

Unsuccessful people cannot set priorities. There's a man I went to school with. He's smart. He's handsome. His father is a big wheel. And he's miserable—stuck in a job as a manager of an apartment building. But if I suggest he study for the civil-service exam, he insists that he doesn't have time, that he's too busy with hobbies. He's been telling me this since 1966!

The truth is, there's never enough time to do every-





小睡一会儿，会使人精力充沛。运动可以使头脑清醒，身心放松。甚至 10 分钟交替进行的浅短呼吸和深呼吸运动也会使人精神饱满或平静下来。如果承受太长时间的压力，可以给自己放一天长假或休息一个大周末。

为了帮助我们所有人每天多得一小时，美国达拉斯城的一位钟表匠创造了一种每分钟为 57.6 秒的时钟。从每分钟里借 2.4 秒，一天结束时加起来就会多出 60 分钟。不过，只要你更有效地安排好时间，也同样会获得最大的益处。

事情处理好的人不爱浪费时间于无聊的争论。如果你选择争吵，他们就会避开你，你会发现周围是一群好争论的失败者。无疑你会走向失败。

### 本末倒置

失败者做事不分轻重缓急。我过去有一个同学。他人很聪明、长得也帅，父亲是个大人物。不幸的是，他的工作是公寓管理员。但是我建议他学习市民服务并参加考试，他坚持说没有时间，他总忙于各种爱好。从 1996 年就一直这样告诉我。

事实上，没有一个人有足够的时





thing, even everything of genuine importance. Unsuccessful people, however, never quite learn that wetting priorities is an iron-clad necessity. They also never seem to learn that it's not a sacrifice to give up things of lesser importance for those things of greater importance. In fact, it's a bargain.

That's it, end of sermon. Maybe you've got some of these habits. Remember, winners know they can change—and they do.