

英汉对照管理袖珍手册

时间管理

本书中的各种技巧与
工具能帮你更有效地利用
时间

Ian Fleming 著
项前 译

上海交通大学出版社



英汉对照管理袖珍手册

时间管理

Ian Fleming 著

项 前 译

Phil Hailstone 图

上海交通大学出版社

© Ian Fleming 2001

This translation of The Time Management first published in 2002 is published by arrangement with Management Pocketbooks Limited.

图书在版编目(CIP)数据

时间管理/Ian Fleming 著;项前译. 上海:上海交通大学出版社,2002
(英汉对照管理袖珍手册)

ISBN 7-313-02852-0

I. 时… II. ①F… ②项 III. 时间-管理-手册-英、汉 IV. C935-62
中国版本图书馆 CIP 数据核字(2001)第 076129 号

英汉对照管理袖珍手册:时间管理

Ian Fleming 著

上海交通大学出版社出版发行

(上海市番禺路 877 号 邮政编码 200030)

电话:64071208 出版人:张天蔚

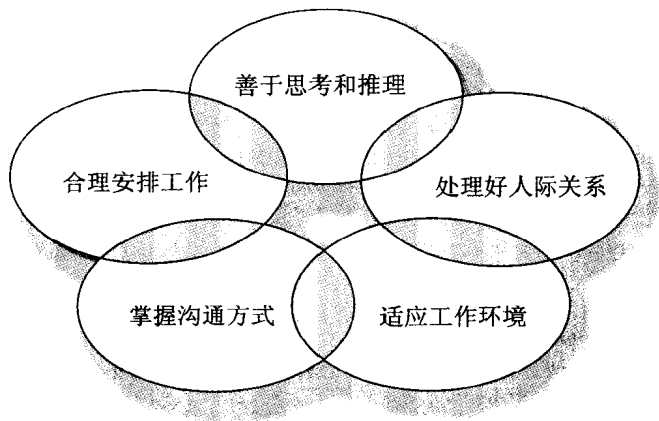
立信会计常熟市印刷联营厂印刷 全国新华书店经销
开本:890mm×1240mm 1/64 印张:4 字数:112 千字

2002 年 1 月第 1 版 2002 年 1 月第 1 次印刷

印数:1~5050

ISBN 7-313-02852-0/C·057 定价:8.00 元

版权所有 侵权必究



Author's note

There have been many changes in the way people work since this book was first published. Increased pressure, having to achieve more with less, and the impact of technology, have all had an effect on our lives and how we use time.

To manage time effectively calls for skills in a number of areas. These are the ability to manage work activities, thinking and reasoning, relationships, communications and the work environment (see the model opposite).

Whilst a diary is useful, it may not, by itself, bring about better use of time, without development of such skills.

Acknowledgements

To Martin Terry for the concept and to Dr David Worth for his support, both formerly of Lucas Industries Group Training.

作者的话

自本书第一次出版以来,人们的工作方式已经发生了许多变化,工作压力不断增加、不得不以较少的付出来获取更大的收益、以及面对技术进步的冲击,所有这一切都影响着我们的生活,影响着我们去利用时间。

有效地管理时间需要有很多方面的技能,这些技能就是合理安排工作、善于思考和推理、处理好人际关系、掌握沟通方式、适应工作环境的能力(见模型)。

虽然写工作日记是一种有益的方法,但如果不发展这些技能,它也许并不能使你更好地利用时间。

致谢

感谢马丁·特里的方案和戴维·卫斯博士的支持,他们曾任职于 Lucas 实业集团培训部。

CONTENTS



INTRODUCTION

(1)



MANAGING RELATIONSHIPS

(109)

Working with your boss, secretary, team, dealing with interruptions, assertiveness



MANAGING WORK ACTIVITIES

(9)

Taking action (for the right reason, at the right time, in the right way)



MANAGING COMMUNICATIONS

(149)

Listening, asking questions, speaking, reading, writing, meetings and handling phone calls



MANAGING YOUR THINKING & REASONING

(61)

Stress, creativity, problem solving, decision-making, memory



MANAGING YOUR WORK ENVIRONMENT

(221)

Dealing with paper, e-mail, filing systems, travelling time

目 录



导言

(1)



合理安排工作

(9)

采取行动(出于恰当的原因、在恰当的时刻、以恰当的方式)



善于思考和推理

(61)

压力、创造力、解决问题、决策、记忆力



处理好人际关系

(109)

与你的老板、秘书、团队一起工作,排除干扰,坚定而自信



掌握沟通方式

(149)

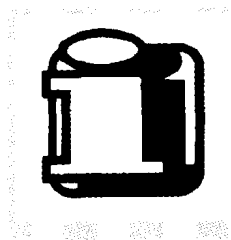
聆听、提问、演讲、阅读、写作、会议和电话处理



适应工作环境

(221)

处理文件、e-mail、文档系统,安排出差时间



INTRODUCTION

导 言

INTRODUCTION

MANAGING TIME: MANAGING YOURSELF

NO MAGIC ANSWER

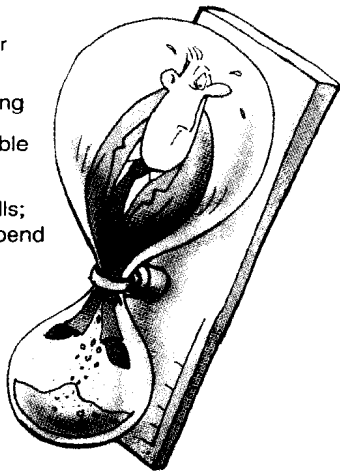


- Time is passing us by; once it has gone it can never be replaced
- The older one gets, the quicker it seems to be passing

In truth there is probably no **one** skill or tool that will enable you to manage your time better.

The time management model offers a useful range of skills; improvements in each will have an impact on how you spend your time.

However, getting yourself organised and managing yourself will significantly improve your chances of managing your time ... so please read on.



导言

管理时间：管好你自己

没有神奇的答案



- 时间在我们面前流逝；一旦失去，永不再来
- 年岁越大，时间似乎流逝得越快

事实上，可能并不存在一种技能或工具，能帮助你更好地管理时间。

时间管理模型提供了一系列行之有效的技能；每一方面的提高都能影响到你如何使用时间。

然而，如何自我组织并管好自己，将显著拓宽管理时间的空间……

欲知详情，且往后看。

INTRODUCTION

WHAT COULD STOP YOU

LINK EFFORT TO BENEFITS



Most of what is contained in this book is common sense - but, alas, not common practice.

Why is this?

One explanation is that our behaviour is often guided by the amount of pleasure we gain from doing something.

For example, we **enjoy** being driven by events, crises, fire-fighting. Sound time management techniques such as planning and prioritising take effort and often are not associated with pleasure.

If we **really** want to improve, then we need to make a mental link between the effort involved and the pleasure that will come from working effectively.

导言

什么会妨碍你

一份耕耘一份收获



本书的绝大部分内容都是常识,但是,实际上却并非如此。

这是为什么呢?

原因之一就是:我们的行为时常被那些从工作过程中获得的满足所左右。

例如,我们喜欢被各类事件、危机、热战所驱动的感觉。有效的时间管理技能,诸如计划安排和优先组合需要付出努力,通常却不能给我们带来快乐。

如果我们**确实**希望得到提高,那么,我们就要把所付出的努力和来自工作中的快乐有机地结合起来。

INTRODUCTION

MANAGING WORK ACTIVITIES

BASIC PRINCIPLES OF TIME MANAGEMENT



Taking action:

- ✓ **For the right reason:** making sure that what you do is linked to your job or an objective (pp 10-19)
- ✓ **At the right time:** because it is a priority (pp 20-25)
- ✓ **In the right way:** by getting yourself organised (pp 26-59)

导言

合理安排工作

时间管理的基本原则



采取行动：

- ✓ 出于恰当的原因：确信你所做的都与工作或目标相关（第 10～19 页）；
- ✓ 在恰当的时刻：因为这是一种优先权（第 20～25 页）；
- ✓ 以恰当的方式：通过自我组织（第 26～59 页）。

NOTES

笔 记





MANAGING WORK ACTIVITIES
合理安排时间