

## 应该尽早懂得的 16 个道理

### 16 things I wish they had taught me in school

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我今年 28 岁，不怎么回忆过去，更不觉有什么憾事。但是有时我仍恨不能早点懂得这些年来所体悟出的道理，也希望我在学校的时候曾经学过这 16 个道理。

A teacher probably spoke about some of these 16 things in this article in class, but I forgot about them or didn't pay attention.

Some of it would probably not have stuck in my mind anyway. Or just been too far outside my reality at the time for me to accept and use.

#### 1. The 80/20 rule. 二八定律：80%的收获源于 20%的付出

This is one of the best ways to make better use of your time. The 80/20 rule - also known as The Pareto Principle - basically says that 80 percent of the value you will receive will come from 20 percent of your activities.

So a lot of what you do is probably not as useful or even necessary to do as you may think.

You can just drop - or vastly decrease the time you spend on - a whole bunch of things.

And if you do that you will have more time and energy to spend on those things that really brings your value, happiness, fulfilment and so on.

#### 2. Parkinson's Law. 帕金森定律：你的做事速度可以比你想象的更快

You can do things quicker than you think.

This law says that a task will expand in time and seeming complexity depending on the time you set aside for it. For instance, if you say to yourself that you'll come up with a solution within a week then the problem will seem to grow more difficult and you'll spend more and more time trying to come up with a solution.

So focus your time on finding solutions. Then just give yourself an hour (instead of the whole day) or the day (instead of the whole week) to solve the problem. This will force your mind to focus on solutions and action.



The result may not be exactly as perfect as if you had spent a week on the task, but as mentioned in the previous point, 80 percent of the value will come from 20 percent of the activities anyway. Or you may wind up with a better result because you haven't overcomplicated or overpolished things. This will help you to get things done faster, to improve your ability to focus and give you more free time where you can totally focus on what's in front of you instead of having some looming task creating stress in the back of your mind.

### **3. Batching.** 批量做事：将一些琐事放在一起做完

Boring or routine tasks can create a lot of procrastination and low-level anxiety. One good way to get these things done quickly is to batch them. This means that you do them all in row. You will be able to do them quicker because there is less "start-up time" compared to if you spread them out. And when you are batching you become fully engaged in the tasks and more focused.

A batch of things to do in an hour today may look like this: Clean your desk / answer today's emails/do the dishes/make three calls/write a grocery shopping list for tomorrow.

### **4. First, give value. Then, get value. Not the other way around.** 先付出，再索取，切莫颠倒

This is a bit of a counter-intuitive thing. There is often an idea that someone should give us something or do something for us before we give back. The problem is just that a lot of people think that way. And so far less than possible is given either way.

If you want to increase the value you receive (money, love, kindness, opportunities etc.) you have to increase the value you give. Because over time you pretty much get what you give. It would perhaps be nice to get something for nothing. But that seldom happens.

### **5. Be proactive. Not reactive.** 以积极主动为荣，以消极怠惰为耻

This one ties into the last point. If everyone is reactive then very little will get done. You could sit and wait and hope for someone else to do something. And that happens pretty often, but it can take a lot of time before it happens.

A more useful and beneficial way is to be proactive, to simply be the one to take the first practical action and get the ball rolling. This not only saves you a lot of waiting, but is also more pleasurable since you feel like you have the power over your life. Instead of feeling like you are run by a bunch of random outside forces.

#### **6. Mistakes and failures are good.** 失败同样宝贵

When you are young you just try things and fail until you learn. As you grow a bit older, you learn from - for example - school to not make mistakes. And you try less and less things.

This may cause you to stop being proactive and to fall into a habit of being reactive, of waiting for someone else to do something. I mean, what if you actually tried something and failed? Perhaps people would laugh at you?

Perhaps they would. But when you experience that you soon realize that it is seldom the end of the world. And a lot of the time people don't care that much. They have their own challenges and lives to worry about.

And success in life often comes from not giving up despite mistakes and failure. It comes from being persistent.

When you first learn to ride your bike you may fall over and over. Bruise a knee and cry a bit. But you get up, brush yourself off and get on the saddle again. And eventually you learn how to ride a bike. If you can just reconnect to your five year old self and do things that way - instead of giving up after a try/failure or two as grown-ups often do - you would probably experience a lot more interesting things, learn valuable lessons and have quite a bit more success.

#### **7. Don't beat yourself up.** 切莫妄自菲薄

Why do people give up after just few mistakes or failures? Well, I think one big reason is because they beat themselves up way too much. But it's a kinda pointless habit. It only creates additional and unnecessary pain inside you and wastes your precious time. It's best to try to drop this habit as much as you can.

#### **8. Assume rapport.** 假想与别人的关系：将陌生人假想成你的朋友

Meeting new people is fun. But it can also induce nervousness. We all want to make a good first impression and not get stuck in an awkward conversation.

The best way to do this that I have found so far is to assume rapport. This means that you simply pretend that you are meeting one of your best friends. Then you start the interaction in that frame of mind instead of the nervous one. This works surprisingly well.

**9. Use your reticular activation system to your advantage.** 充分利用网状激活系统（“网状激活系统”被普遍地看作是维持“一般清醒”或“意识”状态的神经系统。人在某种程度上可以根据自己的意志控制自身的意识状态。）

I learned about the organs and the inner workings of the body in class but nobody told me about the reticular activation system. And that's a shame, because this is one of the most powerful things you can learn about. What this focus system, this R.A.S, in your mind does is to allow you to see in your surroundings what you focus your thoughts on. It pretty much always helps you to find what you are looking for.

So you really need to focus on what you want, not on what you don't want. And keep that focus steady.

Setting goals and reviewing them frequently is one way to keep your focus on what's important and to help you take action that will move you closer to toward where you want to go. Another way is just to use external reminders such as pieces of paper where you can, for instance, write down a few things from this post like "Give value" or "Assume rapport". And then you can put those pieces of paper on your fridge, bathroom mirror etc.

**10. Your attitude changes your reality.** 态度改变一切

We have all heard that you should keep a positive attitude or perhaps that "you need to change your attitude!". That is a nice piece of advice I suppose, but without any more reasons to do it is very easy to just brush such suggestions off and continue using your old attitude.

But the thing that I've discovered the last few years is that if you change your attitude, you actually change your reality. When you for instance use a positive attitude instead of a negative one you start to see things and viewpoints that were invisible to you before. You may think to yourself "why haven't I thought about things this way before?".

When you change your attitude you change what you focus on. And all things in your world can now be seen in a different light.

This is of course very similar to the previous tip but I wanted to give this one some space. Because changing your attitude can create an insane change in your world. It might not look like it if you just think about it though. Pessimism might seem like realism. But that is mostly because your R.A.S is tuned into seeing all the negative things you want to see. And that makes you "right" a lot of the time. And perhaps that is what you want. On the other hand, there are more fun things than being right all the time. If you try changing your attitude for real - instead of analysing such a concept in your mind - you'll be surprised.

**11. Gratitude is a simple way to make yourself feel happy.** 常怀感恩之心是拥有快乐的最简单途径

Sure, I was probably told that I should be grateful. Perhaps because it was the right thing to do or just something I should do. But if someone had said that feeling grateful about things for minute or two is a great way to turn a negative mood into a happy one I would probably



have practised gratitude more. It is also a good tool for keeping your attitude up and focusing on the right things. And to make other people happy. Which tends to make you even happier, since emotions are contagious.

**12. Don't compare yourself to others.** 不与别人作比较

The ego wants to compare. It wants to find reasons for you to feel good about yourself ("I've got a new bike!"). But by doing that it also becomes very hard to not compare yourself to others who have more than you ("Oh no, Bill has bought an even nicer bike!"). And so you don't feel so good about yourself once again. If you compare yourself to others you let the world around control how you feel about yourself. It always becomes a rollercoaster of emotions.

A more useful way is to compare yourself to yourself. To look at how far you have come, what you have accomplished and how you have grown. It may

not sound like that much fun but in the long run it brings a lot more inner stillness, personal power and positive feelings.

**13. 80-90% of what you fear will happen never really come into reality.**

你担心害怕的事情，十之八九不会成真

This is a big one. Most things you fear will happen never happen. They are just monsters in your own mind. And if they happen then they will most often not be as painful or bad as you expected. Worrying is most often just a waste of time.

This is of course easy to say. But if you remind yourself of how little of what you feared throughout your life that has actually happened you can start to release more and more of that worry from your thoughts.

**14. Don't take things too seriously.** 凡事别太较真

It's very easy to get wrapped up in things. But most of the things you worry about never come into reality. And what may seem like a big problem right now you may not even remember in three years.

Taking yourself, your thoughts and your emotions too seriously often just seems to lead to more unnecessary suffering. So relax a little more and lighten up a bit. It can do wonders for your mood and as an extension of that; your life.

**15. Write everything down.** 好记性不如烂笔头

If your memory is anything like mine then it's like a leaking bucket. Many of your good or great ideas may be lost forever if you don't make a habit of writing things down. This is also a good way to keep your focus on what you want.

**16. There are opportunities in just about every experience.** 机遇无处不在

In pretty much any experience there are always things that you can learn from it and things within the experience that can help you to grow. Negative experiences, mistakes and failure can sometimes be even better than a success because it teaches you something totally new, something that another success could never teach you.

Whenever you have a "negative experience" ask yourself: where is the opportunity in this? What is good about this situation? One negative

experience can - with time - help you create many very positive experiences.