

## 你的待办清单上有什么？ What's on your to-do list?

Hello and welcome to 6 Minute English, I'm Neil.

大家好，欢迎收听六分钟英语，我是内尔。

And joining me it's Rob.

和我一起的是罗伯。

Hello.

大家好。

Now Rob, would you say you're someone who is quite organised?

那么罗伯，你会说你是一个很有条理的人吗？

Oh, I'd like to think so.

我是这么认为的。

What's the best way to organise everything?

打理一切的最好方式是什么？

You need a 'to-do' list-a list of all the jobs you need to do that you can work your way through.

你需要一个“待办”清单——这个清单上有你要需要做的所有工作。

That's a good idea and something we can include in today's discussion about life admin.

这是个好主意，也是我们可以囊括到今天要讨论的话题中的东西，今天我们要讨论的是生活管理。

Admin is short for administration-that describes the activities and tasks you have to do to make a business or organisation run smoothly-but life admin is administration you have to do to make your day-to-day life run smoothly-like doing housework, or paying a bill.

Admin是管理的缩写——描述的是你要让一门生意或一个组织顺利运转所要做的活动和任务——但是生活管理指的是你要让日常生活顺利运转而需要做的事——例如做家务或付账单。

And the first thing on my 'to-do' list is to ask you and the listeners, a question.

我在“待办”清单上的第一件事就是问你和听众们一个问题。

Yes, you wouldn't want to forget that.

是的，你不会忘记这个的。

So, the website Hotels.com commissioned some research about how much time young adults-that's millennials-spend doing life admin.

网站Hotels.com对青年人——千禧一代——在生活管理上花的时间做了一些研究。

Do you know what proportion of their free time they spend doing life admin tasks?

你知道他们将多少空余时间用来进行生活管理任务吗？

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Is it...a) a quarter of a day, b) a third of a day, c) half a day?

是 A. 一天的四分之一, B. 一天的三分之一, C. 半天?

Based on my personal experience, I would say about a quarter of a day.

基于我的个人经验, 我要选大约一天的四分之一。

Well, we'll see if you're the same as other people at the end of the programme.

嗯, 我们会在节目结束的时候看看你是否跟其他人一样。

But as we all know, life admin is necessary but it can be a bit of a chore-a boring, ordinary task you do regularly.

但是众所周知, 生活管理是很必要的, 但是它可能会有一点点像杂事——你定期要做的无聊的常规任务。

Experts have studied the subject and looked to how we do it and how we can make it less boring.

专家们研究了 this 课题, 并且了解我们如何做它以及我们如何能让它变得不那么无聊。

One of them is Elizabeth Emens, Professor of Law at Columbia University and author of The Art of Life Admin.

其中一个人就是哥伦比亚大学的法学教授, 也是《生活管理的艺术》一书的作者伊丽莎白·艾门思。

She's been speaking to the BBC Radio 4 programme, Woman's Hour, and described what she thought life admin is.

她在BBC电台4频道的节目《女性时间》中进行了发言, 并且描述了她所认为的生活管理。

Life admin is the office work of life, it's the invisible layer of work that is the kind of thing that managers and secretaries, aka admins, do for pay in the office but that everyone does in their own lives for free.

生活管理是对于生活的办公室工作, 它是工作看不见的那一层, 是由经理和秘书, 也被叫做管理员负责的工作, 他们在办公室中做这样的工作来获得报酬, 但是每个人在各自的生活中这样做, 却没有报酬。

She calls life admin the invisible layer of work-so it's work, tasks or chores we carry out that people don't notice we're doing-or don't realise we have to do them, it's extra work in our life.

她将生活管理称为工作的隐形层——所以它是我们在做的但是人们没有意识到的工作、任务或杂事——或者没有意识到我们得做它们, 它是我们生活中的额外工作。

And we don't get paid for it-unless we're at work when it is the role of someone to do it-such as secretaries or aka admins-aka is short for 'also known as'-so secretaries might also be known as admins-that is short for people who do administration.

而且我们得不到报酬——除非我们在工作的時候它是某个人的职责——例如秘书, 又称作管理员——aka是“也被称作”的缩写——所以秘书可能也被称为管理员——这个词是从事管理工作的人的缩写。

Right, so we know life admin is boring and we don't get paid for it-and also, trying to renew your house insurance or trying to query a bill with a utility company can be frustrating and feels like a waste of time.

是的, 所以我们知道生活管理是无聊的, 而且我们不会因此而得到报酬——而且更新你的房屋保险或跟公共公司进行票据查询可能会让人感到沮丧或感觉是在浪费时间。

A utility company, by the way, is one that supplies something such as electricity, gas, or water to the public.

公共公司，顺便一提，指的是向公众供应电力、燃气或水的公司。

My problem is I never get round to doing my life admin—there are better things to do—so you could say I procrastinate—I delay doing things until later, probably because I don't want to do them.

我的问题是我从来不会找到足够的时间去进行生活管理——有更好的事情可以去做——所以你可以说我有拖延症——我总是把事情推到之后再做，很可能是因为我懒得做。

You are what Elizabeth classifies as an 'admin avoider'.

你就是伊丽莎白归类到“管理逃避者”的那一类人。

So this is where my to-do list comes in handy, Neil.

所以这就是我的待办清单有用的地方，内尔。

You have a written record of tasks that can be quite satisfying to cross off as you do them.

你把任务记录下来，然后你把它做完的时候再把它划掉让人很有满足感。

This is something Elizabeth Emens has found to work, at least for some people.

这就是伊丽莎白发现的有用的方式，至少对某些人来说是的。

Let's hear from her again.

我们把她的话再听一遍。

What type of people did she find get most satisfaction from completing a to-do list?

她发现哪种人能够从完成待办清单中获得最大的满足感？

If you've ever made a list and put things on it you've already done, just to cross them out, then you know the kind of 'done it' pleasure that goes with that.

如果你曾经列过一个清单，并且上面写上你已经做过的事情，那么把它们划掉，然后你就能了解到“完成它”所带来的愉悦。

But actually I interviewed people, especially the super-doers that I interviewed, actually can find real pleasure in the actual doing of it—so trying to understand how we can get to that when we have to do it—how we can make it so that there is some meaning in it and some texture and there're ways of doing it that please us.

但是事实上我采访了一些人，尤其是我采访的超级实干家，事实上能够从做那件事中找到真正的快乐——所以努力了解我们如何能够在该做事的时候就做事——我们如何让它实现，这样它就有意义，并且有方法让它能够让我们高兴。

So she was describing the super-doers—these are the people who love admin and would spend an evening putting their book collection into alphabetical order!

所以她在描述超级实干家——这些是喜欢管理并且会花一整晚的时间把他们的书本收藏用字母表的顺序摆放。

Elizabeth mentioned that we should learn from the super-doers and get some 'done it' pleasure in doing our life admin.

伊丽莎白提到我们应该向超级实干家学习并且从完成生活管理中获得“完成它”的愉悦。

We need to find a meaning for doing it-in other words, what it represents-so we can see the benefit of completing our to-do list.

我们需要找到做它的意义——换句话说，它所代表的东西——所以我们可以看到完成待办清单的好处。

How we find pleasure from doing life admin is different for different people-so personally, I think I'll stick with being an 'admin avoider'-but that might explain why I just got charged extra for not paying my credit card bill on time!

我们如何从进行生活管理中获得愉悦因人而异——所以在我看来，我想我会一直做一名“管理逃避者”——但是那可能可以解释我为什么会因为没有按时还信用卡而被额外收钱。

Well, please don't avoid giving us the answer to the quiz question you asked us earlier.

嗯，请不要回避揭晓你之前问我们的问题的答案。

Yes. Earlier I asked, researchers, commissioned by Hotels. com, polled 2,000 young professionals about their lives.

是的。之前我问研究者们受到Hotels.com的委托面向2000个年轻职业者就他们的生活进行了民意调查。

How much of their free time do they spend doing life admin?

他们花多少空余时间进行生活管理？

Is it...a) quarter of a day, b) a third of a day, c) half a day?

是 A. 一天的四分之一， B. 一天的三分之一， C. 一半？

And I said a) a quarter of a day.

我说的是 A. 一天的四分之一。

Yes, they spend a quarter of their days carrying out tasks like doctor's appointments, waiting in for packages to be delivered and doing household chores.

是的，他们花四分之一的的时间完成像预约医生、等待包裹寄送和做家务这样的任务。

Boring!

无聊！

Unlike this programme, Neil, which is not a chore-one of the words we discussed today.

不像这个节目，内尔，这可不是件杂事——这是我们今天讨论的问题。

Yes, our vocabulary today included chore-a boring, ordinary task you do regularly.

是的，我们今天的词汇包括杂事——你定期会做的无聊，常规的任务。

We also mentioned admin, short for administration-the activities and tasks you have to do to make a business, organisation or just your life, run smoothly.

我们还提到了admin，管理的缩写——你为了让一门生意，一个组织或就是你的生活顺利运转要做的活动和任务。

We heard aka-meaning 'also known as'-so for example, Rob aka The master of 6 Minute English!

我们听到了aka——意思是“也被称为”——例如，罗伯，也被称为六分钟英语的主人！

Thanks very much, Neil.

非常感谢，内尔。

Next we heard utility company.

接下来我们听到了公共公司。

That's a company that supplies something such as electricity, gas, or water to the public.

指的是向公众提供电力、燃气或水的公司。

And we also heard how Neil likes to procrastinate-that's delay doing things until later, probably because he doesn't want to do them.

我们还听到了内尔有多喜欢拖延——指的是直到之后才做事，很可能因为他不想做那些事。

Finally, we mentioned super-doers-an informal term to describe people who get satisfaction out of doing life admin and do lots of it.

最后，我们提到了超级实干家——描述的是能够从进行生活管理和完成很多事务中获得满足感的人。

Like me.

例如我。

Well, it's time to go now but there's plenty more to discover on our website at [bbclearningenglish.com](http://bbclearningenglish.com).

嗯，我们该走了，但是我们的网站**bbclearningenglish.com**上还有更多内容等待发现。

Goodbye for now.

再见啦。

Bye bye.

再见。

