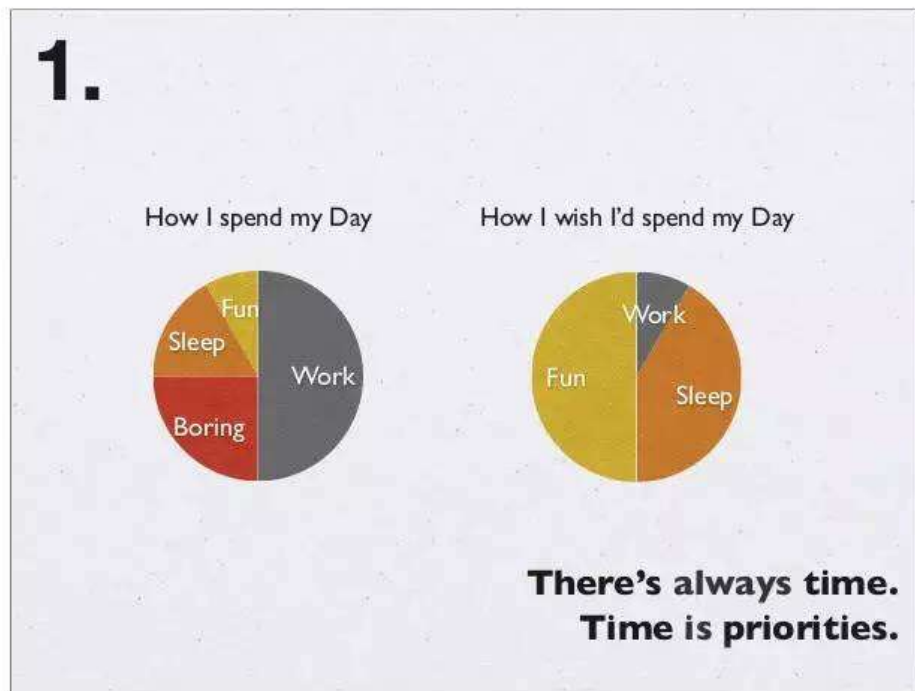


## 1、时间常有，时间优先。



## 2、时间总会有的：每天只计划 4~5 小时真正的工作。

# 2.

**“ Only plan for 4-5 hours of real work per day.**

- David Heinemeier Hansson, 37 Signals

**Days always fill up.**

3、当你在状态时，就多干点；不然就好好休息：有时候会连着几天不是工作状态，有时在工作状态时却又能天天忙活 12 小时，这都很正常的。

**3.**

**“ It's normal to have days where you just can't work and days where you'll work 12 hours straight.**

- Alain Paquin, Whatsnexx

**Work more when you're in the zone.  
Relax when you're not.**

4、重视你的时间，并使其值得重视：你的时间值 1000 美元/小时，你得动起来。

**4.**

**“ Your time is \$1000/hour, and you need to act accordingly.**

- Jason Cohen, @asmartbear

**Respect your time and  
make it respected.**

5、不要多任务，这只会消耗注意力；保持专注，一心一用。

# 5.

Multi-tasking like a big shot



Single-treading and home at 5pm



**Stop multi-tasking.  
It merely kills your focus.**

6、养成工作习惯，并持之以恒，你的身体会适应的。

# 6.



**Set up a work routine and stick to it.  
Your body will adapt.**

7、在有限的时间内，我们总是非常专注并且有效率。

7.



**We're always more focused  
and productive with limited time.**

8、进入工作状态的最佳方式就是工作，从小任务开始做起，让工作运转起来。

8.

SEND EMAIL  
TO DESIGN  
TEAM

CREATE  
BUSINESS  
PLAN

ORGANIZE  
HOME OFFICE

**Start here**

**Work is the best way to get working.  
Start with short tasks to get the ball rolling.**

9、迭代工作，期待完美收工会令人窒息：“做完事情，要胜于完美收工” Facebook 办公室墙壁上贴的箴言。

动手做，胜过任何完美的想象。

9.

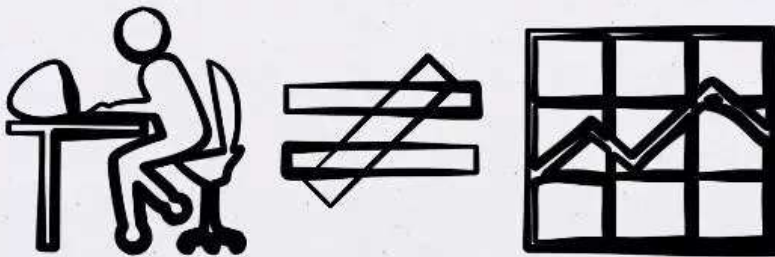
**“ Doing is better than perfect.**

- Facebook company motto

**Work iteratively. Expectations to  
do things perfectly are stifling.**

10、工作时间越长，并不等于效率越高。

10.



**More work hours doesn't mean more  
productivity. Use constraints as opportunities.**

## 11、按重要性工作，提高效率。

# 11.

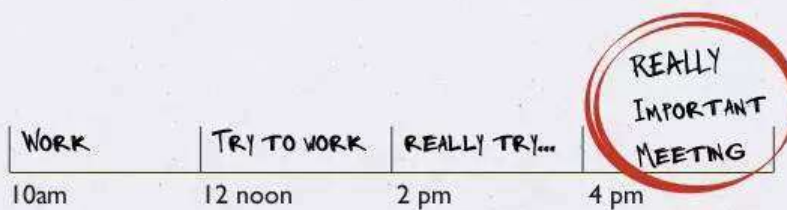
**“ Separate thinking and execution to execute faster and think better.**

- Sol Tanguay, Imarklab

**Separate brainless and strategic tasks to become more productive.**

## 12、有会议就尽早安排，用于准备会议的时间往往都浪费掉了。

# 12.



**Organize meetings early during the day.  
Time leading up to an event is often wasted.**



13、把会议和沟通（邮件或电话）结合，创造不间断工作时间：一个小会，也会毁了一个下午，因为它会把下午撕成两个较小的时间段，以至于啥也干不成。PS：当看到一个程序员冥思苦想时，不要过去打扰，甚至一句问候都是多余的。

13.

**“ A single meeting can blow a whole afternoon, by breaking it into two pieces each too small to do anything hard in.**

- Paul Graham, YCombinator

**Group meetings and communication (email or phone) to create blocks of uninterrupted work.**

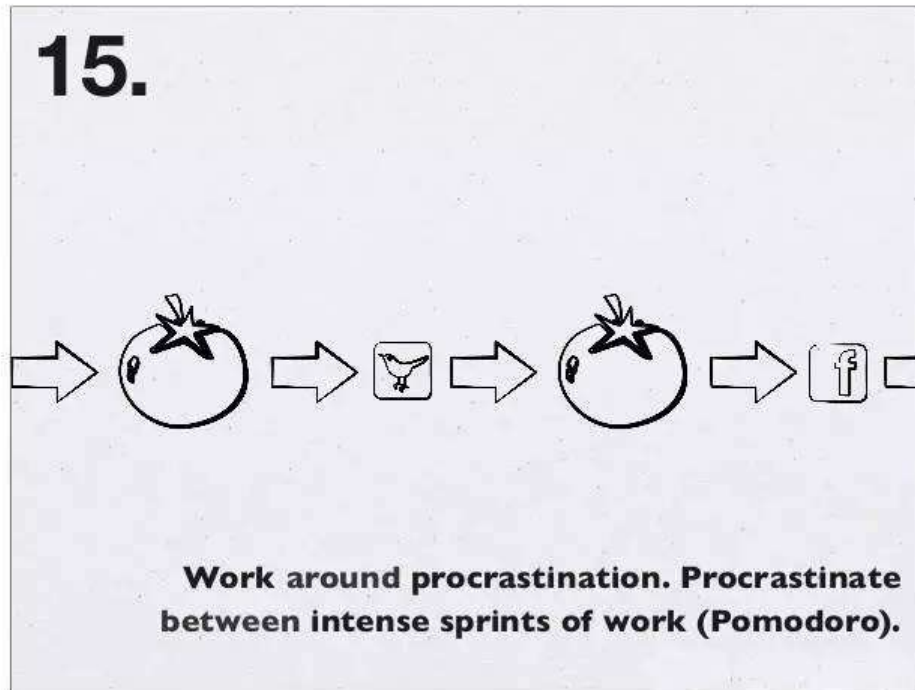
14、一整天保持相同的工作环境。在项目/客户之间切换，会效率低。

14.



**Keep the same context throughout the day.  
Switching between projects/clients is unproductive.**

15、工作—放松—工作=高效(番茄工作法)—拖延症—高效。



16、把不切实际的任务分割成合理的小任务，只要每天都完成小任务，你就会越来越接近那个大目标了。

16.

**“ Break the unreasonable down into little reasonable chunks. A big goal is only achieved when every little thing that you do everyday, gets you closer to that goal.**

- Maren Kate, Escaping the 9 to 5



17、从来没有两个任务会有相同的优先级，总会有个更重要，仔细考虑待办事情列表。

17.

- ☐ BUY MILK
- ☒ OPEN FOREIGN BANK ACCOUNT
- ☐ PERFORM OPEN-HEART SURGERY
- ☐ CLEAN DESK

**No 2 tasks ever hold the same importance. Always prioritize. Be really careful with to-do lists...**

18、必须清楚白天必须完成的那件事，是什么。“Only ever work on the thing that will have the biggest impact” 只去做那件有着最大影响的事情。—— Jason Cohen

18.

**“ Only ever work on the thing that will have the biggest impact.**

- Jason Cohen, @asmartbear

**Always know the one thing you really need to get done during the day.**

19、把任务按时间分段，就能感觉它快被搞定了。

19.



**Break tasks into hour increments. Long tasks are hard to get into; feels like it all needs to get done.**

20、授权并擅用他人的力量。——君子善假于物(人)也，如果某件事其他人也可以做到八成，那就给他做！

20.

**“ If something can be done 80% as well by someone else, delegate!**

- John C. Maxwell, Author

**Delegate and learn to make use of other people.**

21、把昨天翻过去，只考虑今天和明天。昨天的全垒打赢不了今天的比赛。——好汉不提当年勇。

21.

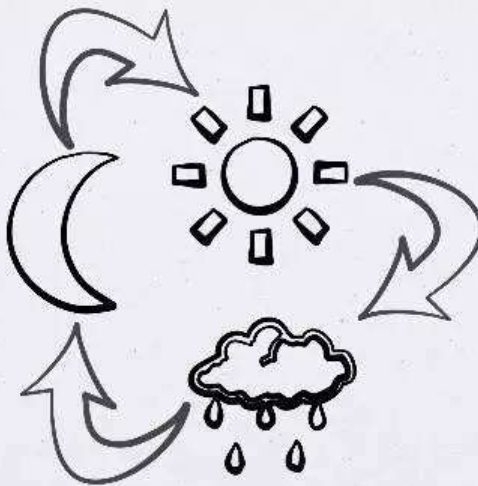
**“ Yesterday’s home runs don’t  
win today’s games.**

- Babe Ruth, Hall of Fame Baseball player

**Turn the page on yesterday.  
Only ever think about today and tomorrow.**

22、给所有事情都设定一个期限。不要让工作无期限地进行下去。

22.



**Set deadlines for everything.  
Don't let tasks go on indefinitely.**

23、针对时间紧或有压力的任务，设置结束时间，万事皆可终结

**23.**



**Set end dates for intense or stressful activities.  
Everything ends at some point.**

24、多记，多做笔记

**24.**

**“ Get a reminder app for  
everything. Do not trust your  
own brain for your memory.**

**- Julien Smith, Author**

**Always  
take notes.**

25、进入高效状态后，记下任何分散你注意力的东西比如 Google 搜索词、灵光乍现的想法、新点子等等。如果你把它们记下来，它就不会再蹦来蹦去了。

**25.**

**“ Write down anything that distracts you- google searches, random thoughts, new ideas, whatever. The point is, if you write them down, they’ll stop bubbling up when you’re in the zone.**

- Steven Corona, Twitpic

26、休息，休息一下~

**26.**



**Take breaks.  
Sometimes.**