**1、时间常有，时间优先。**

How 丨 spend my Day 
Sleep 
Work 
Boring 
How 1 Wish 「 d spend my Day 
ork 
Fun 
Sleep 
There's always time. 
Ti 0 、 e is priorities. 


**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 wh ere 
you just can't work and days 
where you'll work 《 2 hours 
strai ght. 
- Alain Paquin, Whatsnexx 
Work 010re when you ， re in th e zone. 
Relax wh en 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 $ 《 000 / 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。**

Multi-tasking like a big shot 
「 k 彐 堡 p 「 tM 
Single-treading and home at 5pm 
、 ^ 3 big 嵇 [ 们 
Stop multi-tasking. 
It merely 谳 s 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 routi ne 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。**

We're always more focused 
and prod uctive with Ii mited 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 ． 
5 庄 D 庄 A 
亻 0 DESIGN 
Start here 
C 乊 庄 
0 G 腻 贮 庄 
LUSNESS 
OfflCE 
Work is th e best way to get working. 
Start with sh 0 戕 tasks to get th e 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. Expectation s to 
do things perfectly are stifl ing. 


**10、工作时间越长，并不等于效率越高。**

hOUrS ， t mean 010re 
productivity. Use con strai nts as opportunities. 


**11、按重要性工作，提高效率。**

Separate thinking and 
executi on to execute faster 
and think better. 
- So 》 Tanguay, Imarklab 
Separate brainless and 
strategic tasks to become 0 、 ore prod uctive. 


**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。**

T' 时 TO EA 匚 亻 时 - 
k 旧 
I ro 队 亻 亻 
f G 
| 2 noon 
2 pm 
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 t00 
smal 《 to do anything 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。**

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se ） 0 d •uo ！ ！ e 0 d pu no-ae 0M 
0 
孕 0 丧 0 


**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。**

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 · 
- Mann 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。**


PERFORM OPEN - HEART SURGERY 

**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**

Only ever work on the thing 
that will have the bi ggest 
impact. 
- Jason Cohen ， @asmartbear 
Always know the one thi ng 
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。**

口 
口 
Break tasks into hour increments. Long tas ks are 
hard to get into ； feel s 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。**

Yesterday ， s home runs don ， t 
win today ， s games. 
- Babe Ruth, Hall of Fame Baseball player 
Turn the page on yesterday. 
Only ever thi nk about today and tomorro 、 


**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 · 
0 
Set deadlines for everythi ng. 
Don't let tasks go on i ndefinitely. 


**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. 
- Ju lien 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 · goog le searches ， 
random thoughts ， new ideas ， 
whatever. The point is ， if you 
write them down ， they ， 《《 stop 
bubbling up wh en you ， re in the 
zon e. 
- Steven Co ， ona ， Twitpic 


**26、休息，休息一下～**

26 · 
Take breaks. 
Sometimes. 
