

曝光Facebook内部高效工作PPT指南

2015-03-02 和君商学



分享25张来自facebook内部的PPT，希望对你进入和提升新年工作状态有所帮助。摘自：TopDigital

1、时间常有，时间优先。

1.

How I spend my Day



How I wish I'd spend my Day



**There's always time.
Time 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 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

Answer emails

Work on a big presentation

Call clients

Feel productive

Single-treading and home at 5pm

Answer emails

Work on a big presentation

Call clients

Feel productive

**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.

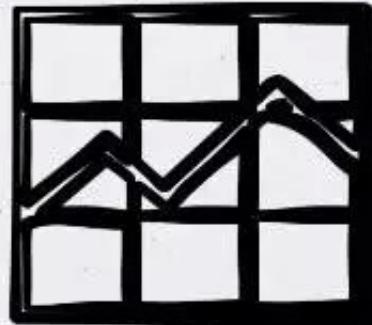
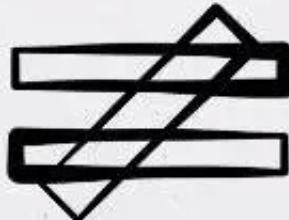
“ Doing is better than perfect.

- 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.

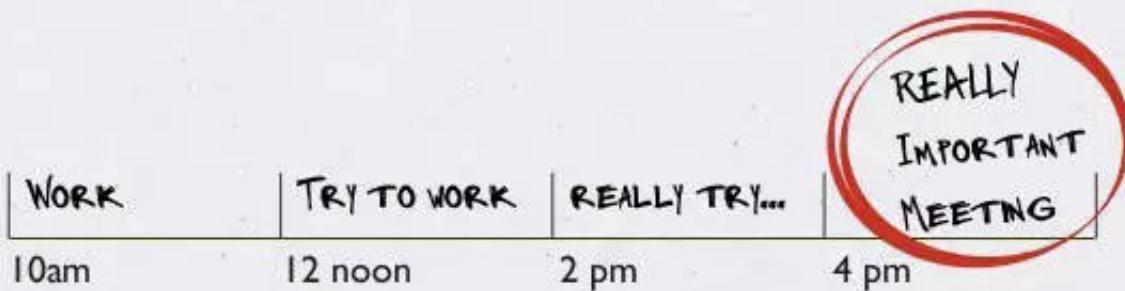
“ Separate thinking and execution to execute faster and think better.

- 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.

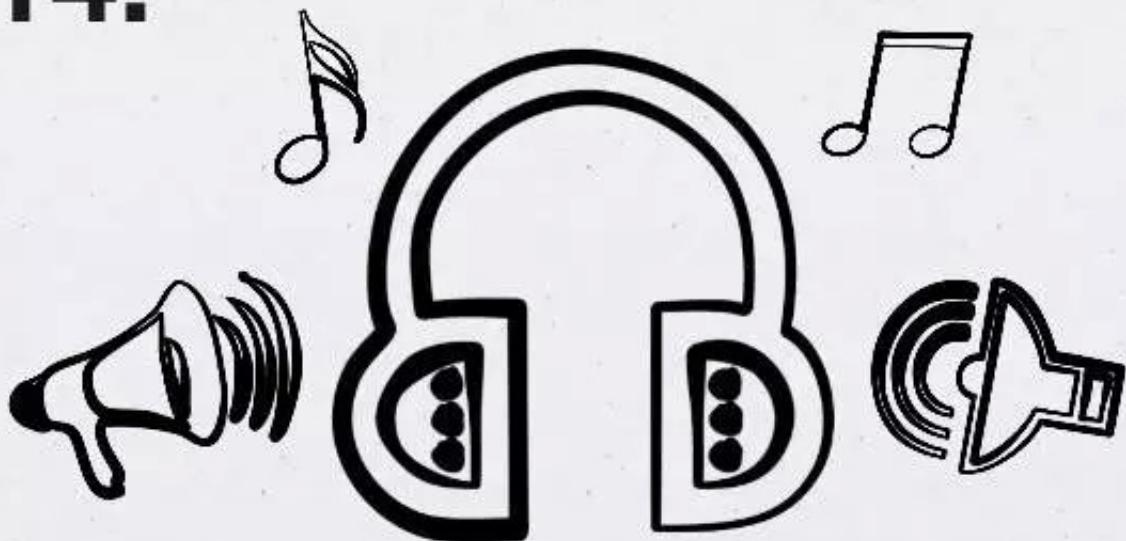
“ A single meeting can blow a whole afternoon, by breaking it into two pieces each too small to do anything hard in.

- 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。

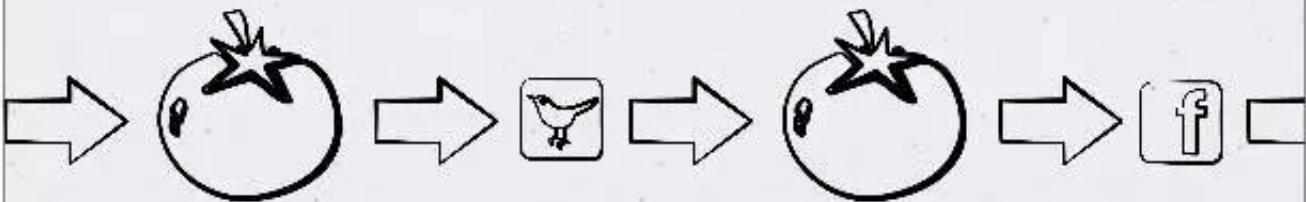
14.



**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。

15.



Work around procrastination. Procrastinate between intense sprints of work (Pomodoro).

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.

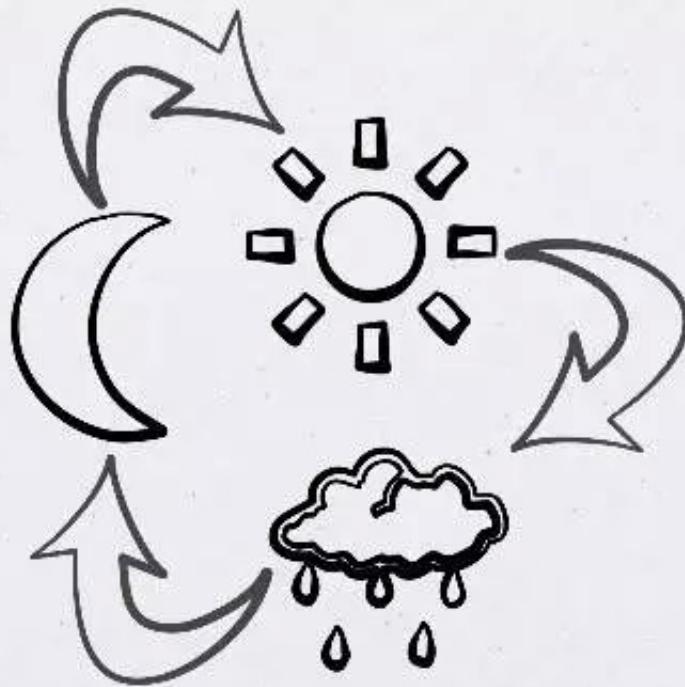
**“ Yesterday's home runs don't
win today's games.**

- 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。

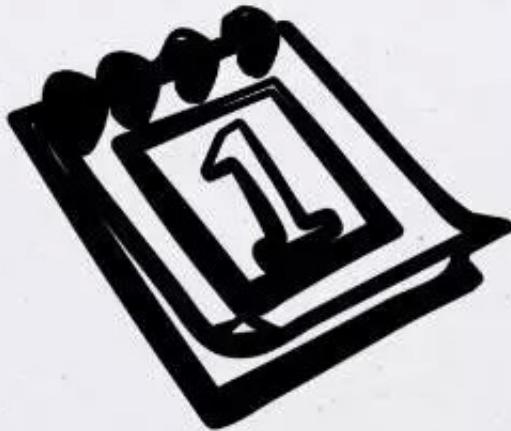
22.



**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.**



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