

《时间管理》

图书基本信息

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内容概要

时间管理，ISBN：9787508605180，作者：（美）齐格勒 著，曹爱菊 译；曹爱菊译

《时间管理》

精彩短评

- 1、翻老照片居然发现看过这本书--
- 2、有参考作用，适合职场中人，尤其是管理层。
- 3、非常值得推荐，借给同事读结果弄丢！后来专门跑了几个书店都没买到此版本.....
- 4、时间管理方面的习惯，还是挺实际的。
- 5、补录
- 6、Joey推荐的书。
- 7、值得多回顾
- 8、呵呵。。。
- 9、这本书没有跳出以往时间管理类书籍的条条框框。在未看《高效能人士的七个习惯》以前，我对时间管理的概念也和此书中说的大体相同，现在觉得《高效能人士的七个习惯》中按照每个人扮演的角色管理时间更具科学性。当然，并不是说此书就一无是处，它关于要确定目标，制定计划，清理办公桌，专心致志等主题的论述也很有道理。所以，集众家所长比较好。
- 10、掌控自己的一天。
一次做一件事
- 11、时间管理讲的都差不多。
- 12、很简单的一本书，仅供参考
- 13、不要做时间的奴隶？请看此书！

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精彩书评

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章节试读

1、《时间管理》的笔记-第1页

ABCD,80/20 principles, Tasks with priority.

Time waste differs from material waste in that there can be no salvage. The easiest of all wastes and the hardest to correct is the waste of time, because wasted time does not litter the floor like wasted material. ---Henry Ford

Embrace reality and see what you can do to take advantage of it.

The key is action. Pick the ideas and strategies that apply to you. Then take action and make them work.

This book is for anyone who would like to become more efficient, get more done in less time, and have balance in their life.

24 principles:

掌控每一天（讓事情牽著鼻子走）

To become a ringmaster, you must realize that there's a time and a place for everything. Successful time managers realize that it's all about discipline.

確定目標（窮於應付）

U've got to be careful if you don't know where you're going, because you might not get there.

實事求是（盲目樂觀）

Communicate your expectations to others so they know what they will need to do to help you achieve your goals. Also, ask them what they will need of you and your group to achieve their goals.

制定計劃（貿然行動）

A plan without action is daydream; action without a plan is a nightmare.

絕不拖拉（不緊不慢）

Procrastination makes easy things hard, hard things harder.

列出主表（事事列表）

It is more important to know where you are going than to get there quickly. Do not mistake activity for achievement.

管理主表（眉毛鬍子一把抓）

People ask me how I got good at managing my time. One week at a time. Each Friday afternoon I took over what I've accomplished for the week and what I could do better the next week and what I could do better the next week and where I could save time.

每日列表（順其自然）

There is no correlation between how long you sit at your desk and what you accomplish.

有效規劃（事事列表）

It took me a long time to realize that others were taking advantage of my best time to get things done. They were reducing my most productive time of the day to a "pimple"--and I was letting them.

輕重有別（跟著感覺走）

The number-one reason why people don't prioritize correctly is that they're trying to prioritize without the necessary information--why it's important and when it must be done.

溝通細節（勿究細節）

Successful people have learned to negotiate a way to fit an interruption or a request into their daily plan. Can you create a win-win situation.

專心致志（多頭並舉）

Multitasking allows screwing up several things at once.

合理分配時間（加班加點）

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We shall never have more time. We have, and we have always had, all the time there is.

清理辦公桌（先工作再整理）

Order is the best manager of Time; for unless work is properly arranged, Time is lost

管理辦公桌（偶爾整理）

Order is most useful in the management of everything.. Its maxim is- A place for everything, and everything in its place.

減少干擾（隨叫隨到）

Always evaluate your interruptions. Ask yourself, "Is this truly sth I must handle right away?"

管理電子郵件（受制於電子郵件）

Email is the most abused form of communication in the workplace today.

認真回復電子郵件（輸入、發送再思考）

Consider carefully what you write and who may read it eventually. If the president of your company received your email, what would he or she think?

管理來電（受制於來電）

On the average, one out of every two business calls is not about business. The telephone is an interruption. You stop your work when it rings... So you have to learn how to manage it.

規劃致電（致電、通話再做規劃）

On average, an unplanned phone call takes five minutes longer than one that has been planned. Planning a phone call can be as easy as a 30-second outline of what you want to say or ask.

充分授權（事必躬親）

There is a great man who makes every man feel small. But the really great man makes every man feel great.

巧妙安排會議（開會都有好處）

90% of business people surveyed said half the time they spend in meetings could have been spent more productively. The average employee loses 31 hours a month in unproductive meetings.

巧妙安排開會時間（時間任選）

There is no best time to schedule an unnecessary meeting.

靈活召開會議（散會就走）

Nobody knows then the first meeting took place, but it's a safe bet that the meeting seemed too long to some participants, poorly organized to others, and boring to at least a few, and it's likely that some were disappointed in the results.

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