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https://www.100test.com/kao_ti2020/639/2021_2022__E7_BB_8F_E5_85_B8_EF_BC_9A_E4_c96_639894.htm One of the keys to a successful career is making the right decisions at critical junctures, whether youre fielding a job offer, asking for a promotion or plotting your next move。 成功的职业至关重要的一点是在关键时刻做出正确的抉择，这种关键时刻也许是你正在求职，晋升或者是策划你的下一步行动。 Beyond those major decisions, every day presents myriad, small opportunities to make good -- and bad -- choices that could have a big impact。 我要收藏 除了这些重大决定之外，每天都要做出无数个好的或者坏的影响深远的小决定。 In an uncertain economy, knowing how to proceed at these junctures becomes even more critical, according to Arizona-based business and workplace consultants Jamie and Maren Showkeir, co-authors of "Authentic Conversations." Jamie 和 Maren Showkeir 是位于亚利桑那州的商业和工作咨询顾问，他们在两人合著的《真实的对话》一书中提出，在这个不稳定的经济体系中，明白怎样渡过工作中的重大转折点尤为重要。 Here are seven tactics to help keep your career on track。 以下7点策略可保证你的职业轨道正常运转 1.Dont play the blame game。 别责怪他人 Its better to acknowledge your role in the companys problems -- and contribute to their solutions -- than to blame management or your coworkers。 当公司出现问题时，意识到你的责任，并努力去解决问题，比起责备管理层或者同事更加有效。 "Once you see yourself as being in control of your future, you can change

the conversation with your coworkers, by saying, We need to do our best to make this business work, or well be in even deeper trouble," Maren Showkeir says。 Maren Showkeir 说：“一旦你意识到自己掌控着自己的未来，你就可以改变与同事说话的方式，你可以这样说‘我们需要尽最大的努力去将这个问题解决好，否则就会有更大的麻烦。’”

2. Skip the gossip and get down to work。 停止闲聊，认真工作 Send a message to coworkers about priorities by concentrating on the tasks at hand, instead of spreading speculative information。 向你的同事传达这样的信息，你的优先事项是努力做好手头上的工作，而非四处传播小道消息。 "If youre spending time speculating on what may happen next, its counterproductive," Maren Showkeir says。 Maren Showkeir 声称：“如果你把时间浪费在在揣测接下来会发生什么事情上，只会适得其反。”

3. Get the real story。 得到真实的信息 Avoid unnecessary anxiety by approaching a trusted colleague to find out the real bottom line with your company。 避免因为通过一个信任的同事而探知到公司的真实底线而焦虑不安。 "Its easy to get caught up in the what-ifs," Maren Showkeir says. "My advice is to go find out what your manager or boss knows, and figure out how to prepare for the future." “人们很容易陷入假想中”。 Maren Showkeir 说。“我的建议是找出你的经理或者老板所想的，并且为未来做好准备。”

4. Dont play the victim。 不要当受害者 Identifying problems within your company wont get you anywhere, unless you follow through with strategic solutions。 在公司内部承认错误并不会让你怎么样，除非你犯的是决策性的错误。 "Being a part of an organization means having information,

making sense of it, and acting on it," Jamie Showkeir says。 Jamie Showkeir声称作为一个公司的一员就意味着收集信息，使其有意义，并作出相对应的行动。

5.Think big picture。构思伟大的蓝图 Collaboration is more important than ever during difficult times, so its wise to put aside any rivalries for the sake of your companys future。 在困难时期合作更加重要，所以为公司的未来着想，明智的做法是抛开任何公开对抗。 "If youre working together, you have the power of many minds to get things done," Maren Showkeir says. "Collaborations can be a really powerful way to both strengthen the business for when it improves again and to not feel so alone and overwhelmed by all the work staring you in the face." “合作可以集思广益的解决问题。” Maren Showkeir 说。 “并且，合作是一种非常行之有效的方法，它可以完善业务，同时还可以让你在工作缠身之时不会感到孤独和被工作压垮。”

6.Be a listener, not a talker。 当一个倾听者而不是一个喋喋不休的人 Remember that whats left unspoken during a meeting is just as important as whats on the agenda。 记住，在开会时，没有提出来的事宜和被摆上议事日程上的同样重要。 "If we dont discuss concerns and fears, were missing two-thirds of whats relevant to a projects success," Jamie Showkeir says。 Jamie Showkeir说：“如果我们不讨论关心和恐惧的事情，那我们就失去了能让项目成功的三分之二的部分。”

7.You gotta have hope。 你必须要有希望 In the workplace, misery doesnt really love company, so try to focus on the possibility of better times ahead。 职场上不需要同病相怜，所以试着关注可能的更美好的未来吧。 "Would you rather place your bet on

the future by engaging in hope and optimism, or be pulled kicking and dragging into it?" Jamie Showkeir says. "How we answer that question ultimately drives our behavior and our success in how we engage others." “你对未来的投注是满怀希望、乐观地与他人相处，还是退缩和拖拖拉拉呢？” Jamie Showkeir问道。“我们对这个问题的回答将最终决定我们的行为以及我们如何成功的与他人相处。” 100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com