

工作也别忘充电：工作学习如何两手抓？PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/646/2021_2022__E5_B7_A5_E4_BD_9C_E4_B9_9F_E5_c96_646779.htm 如果你正在考虑某种形式的进修学习，那你恐怕应该好好想想，如何让你的学习和你本来已经很忙碌的工作相适应。一边考取一本新的资格证书，一边很好地完成现有的专业和社交任务，这毫无疑问是一种挑战。 If you ' re considering some form of further study, then you ' ve probably given serious thought to how this will fit into your already busy lifestyle. There is no doubt that gaining a new qualification while still fulfilling all your existing professional and social commitments can be a challenge. However, the rewards are likely to be worth the extra effort, particularly if you are studying with the express intention of furthering your career. 如果你正在考虑某种形式的进修学习，那你恐怕应该好好想想，如何让你的学习和你本来已经很忙碌的工作相适应。一边考取一本新的资格证书，一边很好地完成现有的专业工作和社交任务，这毫无疑问是一种挑战。不过这些额外的努力一定会有相应的回报，尤其是当你把拓展职业生涯作为自己明确的学习目的时。

1. Enlist the help of family and friends 获取家人和朋友的帮助

If you are serious about doing some form of study then it ' s vital to have support from those closest to you. Talk to your partner, family and friends before embarking on a new course and make sure they understand why this is so important. That way, they will understand that you may not always have quite as much time for them as you would like. 如果你真的想要进行某项学习，那么赢得你最亲近

的人的支持就是至关重要的。在开始一门新的课程之前和你的爱人、家人以及朋友们聊一聊，确保他们理解为何学习对于你如此重要。这样一来他们也会明白，你可能无法像你期望的那样，有那么多时间来陪他们。

2. Talk to your employer 和你的老板聊聊 It may be that your studies are organised and funded by your employer, it would be hoped that your current workload has been taken into consideration and provision made for training leave. However, even if you are advancing your education under your own initiative then it ' s still worth letting your employer know about your plans and goals. Employers would rarely frown upon an employee improving their skills and by keeping them in the know you will receive greater understanding and support. 也许你的学习是由你的老板组织并赞助的，那么你应该希望老板能够考虑一下你目前的工作量，并且为你的学习提供补助。不过，即便你的进修学习完全是你自己的主意，让你的老板知道你的学习计划和目标也是十分有益的。极少有雇主会对反对雇员提高自己的工作技能，而且让他们知道你的学习计划，你会获得更好的理解和支持。

3. Maximise your time 最大限度利用时间 While at first glance it might appear that you are constantly busy, in reality most of us have periods throughout the day where we could be more productive. A commute to work by public transport allows time to catch up on some reading. The television can also be a drain on our time but it doesn ' t have to be completely forgone. Plan your watching schedule to only programmes that generally interest you. 乍一看你好像总是很忙，但事实上我们大多数人一天当中总有一些时间可以更好的利

用。乘坐公共交通去上班的路上我们可以看看书。电视也会浪费掉很多时间，但我们并没有必要完全抛弃它。你可以做好时间规划，只看那些你感兴趣的节目。【小编】时间挤挤就出来啦，欢迎来我们的沪江网校在线学习平台，学习充电最充实。

4. Play to your strengths 量力而行 People ' s learning styles vary dramatically, so what works for someone else may not work for you. If you perform better in the morning, set aside an hour once or twice a week for studying. Students concentration span also varies so keep this in mind to maximise learning either in bite sized chunks or longer periods. The key is to find what works for you and then plan your time accordingly. 人们的学习方式千差万别，所以对别人奏效的方法对你可能完全没有用。如果你在早晨的学习表现更好，每周可以抽一两个早晨，留出一个小时来学习。此外，不同学生注意力集中的时间长度也不同，所以记住这一点，不管是利用零散时间还是较长的完整时间，都要让你的学习效率最大化。关键在于找到适合自己的方法，然后有针对性地安排你的时间。

5. Create a study zone 打造一个学习区域 If possible, it helps to have an area that is dedicated to studying, whether that means converting a spare room into a temporary study or tucking a desk into the corner of the living room. If you prefer to leave the house then you could try a quiet local cafe or your public library. Wherever it may be, creating this distinction between study time and the rest of your day will help to engage your brain and get you in the mood for learning. 如果可能的话，设置一处学习专用区域会对你有帮助，不管是把一间空房改造成一间临时书房还是在客厅的一角放一个书桌。如果你不想待

在家里学习，那么你可以试试一间安静的咖啡馆或者公共图书馆。不论在哪里学习，让你的学习时间和其余的时间区分开来将有助于你思维的集中，并且让你保持学习的情绪。 6. Find a study buddy 找一位学习伙伴 Setting goals with fellow students can be a great way of overcoming hurdles and boosting your own motivation. Making new friends is often an added bonus to adult learning, and technological developments mean it is now possible for people on distance learning courses to develop such relationships via the internet. If you are considering home study then it ' s worth checking if the course provider has a virtual student community, which can effectively replicate the social environment of more traditional educational establishments. 和学友一起制定学习目标是克服困难、增强自我动力的一个好方法。成人学习常常有一个额外的好处就是结交新朋友，而科技的发展意味着进行远程学习的人们现在也可以通过网络来建立友谊。如果你正在考虑在家自学，那你可以去查一下课程提供者有没有建立一个虚拟的学生社区，这种社区可以有效地模拟一种传统教育机构的社会环境。 【小编】与千万好友一起学习交流，沪江部落，最火爆的虚拟学生社区。 To sum up, often the hardest thing about combining work with study is making the decision to do it in the first place. Once you get started you will probably find that it ' s not as difficult as you ' d imagined. Choosing a course that allows you to study via distance learning can also be helpful as you can work at your own pace without being tied in to specific timescales. Studying doesn ' t have to take over your life: just a few hours each week can make all the difference. 总的来说

，在职学习最困难的部分往往在于一开始做出这个决定。一旦你开始学习也许就会发现，并没有自己想象的那么困难。选一门允许你进行远程学习的课程也会有帮助，因为你可以按照自己的节奏工作而不必受制于某一个特殊的时间表。没有必要让学习占据你全部的生活：每周哪怕只学习几个小时也会有很大不同。 更多推荐：#0000ff>职场十大恶习 你有没有 #0000ff>上班族注意：珍爱生命 远离座椅 #0000ff>每天工作超11小时易患抑郁症 #0000ff>地道口语：职场中人不能不学的5句话 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