

职场十大恶习 你有没有 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__E8_81_8C_E5_9C_BA_E5_8D_81_E5_c96_646780.htm Second Guess

Decisions 举棋不定 Few decisions cannot be changed later if needed. Better to take action than wallow in inaction。 决定往往是可以往后更改的，如果有这个必要的话。所以，与其举棋不定，不如勇往直前。 Waste Time at the Proverbial

Water-cooler 在茶水间浪费时间 Some people waste a large percentage of their day “ chatting it up ” in the workplace. Instead, get your work done, and get out。 很多人会把一大块工作时间浪费在茶水间里和别人八卦。应该这样做：接完水，转身出门，坐回到位子上去。 Check Email 50 Times 不停刷新邮箱 I love

it when someone asks, “ Did you get my email? ” Um, when did you send it? “ Like 10 minutes ago。 ” No. No, I didn ’ t. Check email periodically when it makes sense in your schedule. And turn off those new mail dings and notifications。 最喜欢别人这样问我：

“ 收到我的邮件没？ ” 额，你什么时候发的？ “ 10分钟前。 ” 不，我没收到。只有新邮件内容在我的日程安排上很重要时，我才会定时刷新邮箱。关掉新邮件提醒。 Answer the

Phone 随时接听电话 I won ’ t answer the phone while in the middle of something, meeting with someone else, or especially if I don ’ t know who is calling。 我不会在做正事的半途中接听电话，比如开会、会谈；若来电的是个陌生号码，则更不会接听。

Wait For the Perfect Plan 待到万事俱备只欠东风时才行动 A good plan now, always beats a perfect plan next week.

Circumstances are never going to be perfect. Don ' t wait。 今天有一个好计划，远胜于下周可能会产生的更完美计划。周遭环境永远不会变得百分百合心意，所以，还等什么呢？行动吧。

Attend Unnecessary Meetings 参加不必要的会议 Meetings are the single biggest time-waster in the workplace. Practice the “ right to decline ” when you do not need to be in attendance。 会议无疑是工作中最浪费时间的项目。当面对不必要的会议时，试着学会去合理地拒绝。

Work During Meetings 在开会时工作 I will check my tech at the door during meetings. No open laptops. No phones or tablets. And no, you can ' t work during my meeting either。 我通常会在会议间隙查看电子设备。开会时，我不开笔记本、不看手机、不用平板电脑。同样，别人在参加我的会议时，也要做到这一点。

Put It Off 拖延症 When it comes to the tasks I don ' t want to do, I will adopt a “ Just Do It Now ” attitude. Do those unsavory tasks early in the day and get them out-of-the-way。 当遇到我不想做的任务时，我会带着“所幸现在就把它做完吧”的态度去做。把不喜欢的事情迅速解决掉，接下来的时间里你就可以眼不见心不烦了。

Take On Unnecessary Tasks 接受不必要的任务指派 I will say “ No ” where appropriate to tasks that are outside my domain. After all, you can ' t get your work done if you are doing everyone else ' s job。 面对我职责范围以外的任务，我会果断说“不”。毕竟，如果连自己的事都没做好，又怎么能去做别的事呢？

Start Before I Finish 半途而废 I will complete tasks to done, before starting new ones. Better to have finished the few important ones, that to have started lots of little ones。 一个任务没完成以前，我

不会开始做新的。先把最重要的几件事做完，剩下的零碎琐事就好办了。 更多推荐：#0000ff>地道口语：职场中人不能不学的5句话 #0000ff>名字好读的员工更易升职 #0000ff>会让你被炒鱿鱼的十大工作坏习惯 #0000ff>十大职场错误：你犯了几条？ #f70909>百考试题英语四级站点强势推出会员中心立即进入#0000ff>个人会员中心，#0000ff>注册会员号，添加更多考试应用，成为#0000ff>大学英语四级考试的个人管家。

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