

职场晋升技巧：时间管理的六个小秘诀 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_E6_99_8B_E5_c96_646814.htm 身在职场中，每个人都在为“升值”奋斗着。这里，小编为大家提供了一份有关于职场晋升技巧的知识时间管理原则。时间管理，并不是要把所有事情做完，而是更有效的运用时间。下面，我们一起来仔细看看吧。 Being more efficient and more valuable to your company is the best way to put your career on the fast track. If you are always working hard, getting more done and bringing more value to your company than your peers, you will get noticed. 工作效率越高、对于公司越有价值，是你快速晋升的最佳方式。如果你总是努力工作、比别的同事做的更多、给公司带来更多收益，你就会被注意到。 Thousands of people practice time-proven techniques that make sure you move forward: 成千上万的人都证明了，时间管理技巧能使你进步： 1. Ask yourself and your boss what the best use of your time is 问问自己，和你的老板，你的时间最应该花在哪方面 If you don ' t know exactly what your boss feels is the best use of your time and what the highest value activity is for you, ask! It is by doing that or those tasks that you can move forward quickly. Building the most value will get you noticed and to do that you have to find out what it is you are expected to do. 如果你不知道你的老板真正想让你花时间在哪些方面以及什么活动对你来说最有价值，就去问你的老板！这就是说你应该去做那些能让你迅速进步的任务。做出最大的贡献会让你得到注意。并且，必须找到你真正想去做的事情。 2. Ask your boss

to help you clear away other tasks so that you can focus on the highest value task 让你的老板帮助你扫清其他任务，使你能够集中精力去做那些价值最高的任务 Once you have found out what your most important task is you will probably notice that only a small portion of your time is spent on it. Talk to your boss about it and see if you can get rid of or delegate some of the tasks to other people so you can spend your time building as much value as possible to the company. 一旦你找到你最重要的任务是什么，你可能会发现，你只花了一小部分的时间在这件事上。找你的老板谈谈，问问他你是否可以不做这些任务或委托其他人做，这样你就可以花时间为公司尽可能多的创造价值。 3. Plan your week so that you spend as much time as possible working on the most important task 计划好你的一周，让你尽可能把时间花在最重要的任务上面 Make a weekly plan trying to free up as much time as possible to your important task. List everything you do in a week and figure out how you can get the most possible out of your workday. 每周做一次计划，试图为最重要的任务多留出一些时间。为你这一周的工作列一份清单，并分清那些是你在工作日里最有可能完成的。 4. Organize each day 组织好你的每一天 Once you have planned your weeks you can start organizing each day. What is most important? What needs to be done first? What second? Once you have that daily plan, get to it and start checking them off one by one. 一旦你有了周计划，你就可以开始计划你的每一天了。什么是最重要的？首先需要做什么？什么排第二？一旦你有了每天的计划，实施它，并逐个检查它们。 5. Get in earlier, work harder, stay later 到得更早，工作得

更努力，留的晚一点 By working focused you will get a lot more done than your peers. But if you also make the great impression of being first to the office and the last to leave whilst all the while producing at a high rate, you will get noticed, appreciated and promoted. 一旦你专注工作，你需要比你的同行多做很多。但是如果你给别人留下了一个深刻的印象，那就是第一个到办公室、最后一个离开，一直在高效地工作，你会得到注意、赏识和晋升的。

6. Be proactive 要积极主动 Don ' t let the circumstances control you. Instead, control the circumstances. If you want to be promoted you have to show that you can shoulder the responsibility. Ask for more responsibility and when you get it, do it well and do it fast! 不要让形势控制你。相反的，要控制形势。如果你想得到提拔，你得显示出你有能力承担这份责任。要求承担更多的责任，当你得到它，又快又好的完成它！

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