

你被工作压垮了吗：五招解决工作疲劳 PDF转换可能丢失图片或格式，建议阅读原文

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经常迟到？总是忘了吃午餐？这些细微的迹象都表明你目前的状态不适合继续工作了，所以如果你不幸中了这里的几招，那你是该试着放慢脚步、好好做一番调整了，用你崭新的面貌来迎接美好的春天吧！经常迟到？总是忘了吃午餐？这些细微的迹象都表明你目前的状态不适合继续工作了，所以如果你不幸中了这里的几招，那你是该试着放慢脚步、好好做一番调整了，用你崭新的面貌来迎接美好的春天吧！

1. You Are Always Late 你总是迟到

The problem: You worked late last night, so it was difficult to get up when your alarm clock sounded in the morning. Next thing you know, you ' re scrambling and usually arrive late. 问题：你前一晚工作到很晚，所以早上闹铃响的时候你非常不愿意起床。你也知道接下来会发生什么啦匆匆忙忙地出门，而且通常会迟到。

The solution: Even if your company is in its busy season (with long overtime hours), try to get out of the office at a reasonable hour. Or talk to your boss about creating a rotating schedule, so the company is covered at all times without you having to work a crazy 12-hour-plus day. 解决方案：即使你的公司正处在旺季（时常需要加班），你也可以争取在合理的时间下班。或者，你可以找老板谈谈，提出一个弹性工作时间的计划，这样你就不必每天疯狂工作十二小时了，而且公司也能保持运作。

2.

Your Desk Is a Mess 你的办公桌就像个烂摊子

The problem: You barely have time to get up for a coffee refill, so odd papers and stuff

pile up. 问题：你几乎没时间起身去加满咖啡，纸张跟文件堆积如山。 The solution: Before you start any of your work in the morning, give yourself 10 to 15 minutes to clear off your desk. You ' ll find yourself able to concentrate better when your desk is neat and orderly. 解决方案：在你每天早上开始工作之前，花十到十五分钟时间整理你的办公桌。你会发现，当你的桌面整齐有序时你更容易集中精力。

3. You Forget to Eat Lunch 你忘了吃午餐 The problem: You ' re crunching away at your desk, when suddenly you feel woozy and realize it ' s 3 p.m. and you still haven ' t eaten. 问题：当你艰难地起身离开办公桌时，你突然感到一阵头昏眼花，然后惊讶地发现，都下午三点了你还没吃饭呐。 The solution: Sometime between noon and 2 pm. force yourself to step away from your desk and take care of your body. Your body and brain need protein to fuel your work efforts. Even 15 minutes away from your desk will do wonders for your mental health. 解决方案：从中午到下午两点这段时间内，强迫自己离开办公桌，照顾好自己的身体。你的身体和大脑都需要蛋白质来点燃你工作的热情。即使只离开办公桌短短十五分钟时间，也能大大改善你的心理健康。

4. You ' re Struggling to Complete Assignments 你艰难地完成着任务 The problem: Computers often can be your worst enemy when trying to complete an assignment. Emails, IMs, and your ever-updating news feed can keep you distracted from the work at hand. 问题：在你完成任务时，电脑往往会成为你最大的敌人。电邮啊，简讯啊，还有那些即时更新的信息，都会分散掉你的注意力，使你不能专心于手头的工作。 The solution: Set yourself up with

minideadlines to finish assignments. Take a brief look at the header of an email and, unless it requires immediate attention, wait to respond until your assignment at hand is completed. 解决方案：给自己的任务设置一个个小的截止时间。扫一眼邮件的标题，除非是需要你立即回复的，其他的都可以等到你完成手头上的工作以后再回复。

5. Your Head Feels Foggy 你脑子糊涂了  
The problem: You ' ve lost your vigor and motivation, and it ' s hard for you to stay focused. 问题：你无精打采、没有动力，很难保持专注。  
The solution: It might be time for you to take a vacation day. Recharging your batteries will help you come back to work more invigorated and ready to take on challenging assignments. 解决方案：可能是时候给你自己放个假了。养精蓄锐有助于你回来更好地工作和接受新的挑战。

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