

中心：_____

姓名：_____

1111024 大專院校畢業生 中翻英短文翻譯 題目

2. 建立計劃表

計劃表是你寫下任務和計畫的地方。「未來計劃表」是記錄不需要立刻留意的任務。「月計劃表」包括接下來三十天你想要達成的目標。而「日計劃表」可能包含待辦清單、提醒事項、約會等等。計劃表可以包括像是你想看的書、你想再聯繫的朋友或是你覺得感謝的事的清單。

計劃表 log

達成 accomplish

待辦清單 to-do list

提醒事項 reminder

約會 appointment

再聯繫 reconnect with

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2. Create Logs

Logs are places where you write down your tasks and projects. A "future log" is for tasks that don't require your immediate attention. A "monthly log" includes goals you want to accomplish over the next 30 days. And a "daily log" may contain a to-do list, reminders, appointments, and so on. Logs can include lists like books you want to read, friends you want to reconnect with, or things you're thankful for.