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#### 图书基本信息

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#### 内容概要

PART ONE Seven Ways to Peace and Happiness, PART TWO Fundamental Techniques in Handling People, PART THREE Ways to Win People to Your Way of Thinking, PART FOUR Ways to Change People Without Giving Offense of Arousing Resentment四个部分的内容。



# 作者简介

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### 书籍目录

PART ONE Seven Ways to Peace and Happiness 1 Find Yourself and Be Yourself:Remember, There Is No One Else on Earth like You 2 Four Good Working Habits That Will Help Prevent Fatigue and Worry 3 What Makes You Tired--and What You Can Do About It 4 How to Banish the Boredom That Produces Fatigue,Worry, and Resentment 5 Would You Take a Million Dollars for What You Have? 6 Remember That No One Ever Kicks a Dead Dog 7 Do This--and Criticism Can't Hurt YouPART TWO Fundamental Techniques in Handling People 8 "If You Want to Gather Honey, Don't Kick Over the Beehive" 9 The Big Secret of Dealing with People 10 "He Who Can Do This Has the Whole World with Him. He Who Cannot Walks a Lonely Way" 11 Do This and You'll Be Welcome Anywhere 12 How to Make People Like You InstantlyPART THREE Ways to Win People to Your Way of ThinkingPART FOUR Ways to Change People Without Giving Offense of Arousing Resentment



#### 章节摘录

3. Check yourself four or five times a day, and say toyourself, "Am I making my work harder than itactually is ? Am I using muscles that have nothingto do with the work I am doing ?

" This will helpyou form the habit of relaxing, and as Dr. DavidHarold Fink says, " Among those who knowpsychology best, it is habits two to one. "4. Test yourself again at the end of the day, byasking yourself, "Just how tired am I ?

If I amtired, it is not because of the mental work I havedone but the way I have done it. " "I measure myaccomplishments," said Daniel W. Josselyn, "notby how tired I am at the end of the day, but howtired I am not.

" He said, " When I feelparticularly tired at the end of the day, or whenirritability proves that my nerves are tired, I knowbeyond question that it has been an inefficient dayboth as to quantity and quality. " If everybusinessperson in America would learn that samelesson, our death rate from " hypertension "diseases would drop overnight. And we would stopfilling up our sanitariums and asylums with peoplewho have been broken by fatigue and worry.



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