



### 图书基本信息

- 书名: <<卡耐基全集>>
- 13位ISBN编号:9787802118973
- 10位ISBN编号:7802118972
- 出版时间:2009-9
- 出版时间:中央编译出版社
- 作者:戴尔·卡耐基
- 页数:541

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#### 内容概要

卡耐基全集英文版,是把卡耐基最著名的三本书《人性的弱点》《人性的优点》《语言的突破》依据 权威的版本合编为一册,为读者提供卡耐基的最精彩的语言和思想精华。

卡耐基的英文原版书已经出版了许多,但还没有一本书容纳了这么多的内容,并且价钱低廉。 其实如果拥有了这样的一本书,基本上就拥有卡耐基的精髓。

惟一目的就是帮助你解决你所面临的最大问题:如何在你的日常生活、商务活动与社会交往中与人打 交道,并有效地影响他人,如何击败人类的生存之敌——忧虑,以创造一种幸福美好的人生。 当你通过《卡耐基全集(英文版)》解决好这一问题之后,其他问题也就迎刃而解了。





作者简介



## 书籍目录

HOW TO STOP WORRYING AND START LIVINGSixteen Ways in Which This Book Will Help You How This Book Was Written—and WhyPart One FundanmItal Facts You Should Know about Worry1 Live in" Day-tight Compartments" 2 A Magic Formula for Solving Worry Situations 3 What Worry May Do to YouPart Two Basic Techniques in Analysing Worry4 How to Analyse and Solve Worry Problems5 How to Eliminate Fifty Per Cent of Your Bmsiness WorriesPart Three How to Break the Worry Habit Before It Breaks You6 How to Crowd Worry out of your Mind7 Don't Let the Beetles Get You Down8 A Law That Will Outlaw Many of Your Worries9 Co-operate with the Inevitable10 Put a "Stop-Loss" Order on Your Worries11 Don't Try to Saw SawdustPart Four Seven Ways to Cultivate A Mental Attitude That Will Bring You Peace and Happiness12 Eight Words That Can Transform Your Life13 The High Cost of Getthig Even ,14 If You Do This, You Will Never Worry About Ingratitude15 Would You Take a Million Dollars for What You Have?16 Find Yourself and Be Yourself: Remember There Is No One Else on Earth Like You17 If You Have a Lemon, Make a Lemonade18 How to Cure Melancholy in Fourteen Days Pert Five The Golden Rule for ConcpJa'in8 Worry19 How My Mother and Father Conquered WorryPart Six How to Keep from Worrying about Critidsm20 Remember That No One Ever Kicks a Dead Dog 21 Do Thismand Criticism Can't Hurt You22 Fool Things I Have DonePert Seven Six Ways to Prevent Fatisue and Worry and Keep Your Energy and Spirits High23 How to Add One Hour a Day to your Waking Life24 What Makes You Tkedmand What You Can Do about It25 How The Housewife Can Avoid -and Keep Looking Young26 Four Good Working Habits That Will Help Prevent Fatigue and Fatique-Worry27 How to Banish the Boredom That Produces Fatigue, Worry, and Resentment 28 How to Keep from Worrying about InsomniaPart Eisht How to Find the Kind of Work in Which You May Be Happy and Successful29 The Major Decision of Your Life Part Nine How to Lessen Your Fimancial Worries30 "Seventy Per Cent of All Our Worries..."Part Ten "How I Conquered Worry"—32 True Stories"Six Major Troubles Hit Me All at Once"By C.I. Blackwood"I Can Turn Myself into a Shouting Optimist Within an Hour" By Rod W.Babson "How I Got Rid of an Ini~.eriority Complex"By Elmer Thomas "I Lived in The Garden of Allah" By R.V.C. Bodley"Five Methods I Use i0 Banish Worry'By Professor William Lyon Phelps"I Stood Yesterday. I Can Stand Today" By Dorothy Dix"I Did Not Expect to Live to See the Dawn"By J.C. Pcnney"I Go to The Gym to Punch the Bag or Take a Hike Outdoors" By Colonel Eddie Eagan" I Was"The Worrying Wreck from Virginia Tach" By Jim Birdsall"I Have Lived by This Sentence" By Dr. Joseph R. Sizoo"I Hit Bottom and Survived" By Ted Ericksen"I Used to Be One Of the World's Biggest Jackasses" By Percy H. Whiting"I Have Always Tried to Keep My Line of Supplies Open" By Gene Autry"I Heard a Voice in India" By E. Stanley Jones"When the Sheriff Cane in My Front Door"By Homer Croy"The Toughest Opponent I Ever Fought Was Worry" By Jack Dempsey"I Prayed to God to Keep Me out of an Orphan's Home"By Kathleen Halter "I Was Acting Like a Hysterical Woman'By Cameron Shipp"I Learned to Stop Worrying by Watching My Wife Wash Dishes"By Reverend William Wood"I Found the Answer-keep Busy!" By Del Hughes"Time Solves a Lot of Things" By Louis T. Montant, Jr. "I Was Warned Not to Try to Speak or to Move Even a Finder"By Joseph Syan "I Am a Great Dismisser" By Ordway Tead" If I Had Not Stopped Worrying I Would Have Been in My Grave Long Ago"By Connie Mack "One at a Time Gentleman, One at a Time"By John Homer Miller"I Now Look for The Green Light" By Joseph M. Cotter How John D. Rockefeller Lived on Borrowed Time for Forty-five Yeats"Reading a Book on Sex Prevented My Marda~ From Going on the Rocks" By B.R.W. "I Was Committing Slow Suicide Because I Didn't Know How to Relax" By Paul Sampson"A Real Miracle Happened to Me" By Mrs. John Burger "Setbacks" By Ferenc M oinar" I Was So Worded I Didn't Eat a Bite of Solid Food for Eighteen Days" By Kathryne Holc.ombe FarmerHOW TO WIN FRIENDS AND INFLUENCE PEOPLEEight Things This Book Will Help You AchievePreface to Revised Edition How This Book Was Written——And Why By Dale Carnegie Nine Suggestions on How to Got the Most out of This BookPart One Ftmdammtal Techniques in Haealing People1 "If You Want to: Gathez Honey, Don't Kick over the Beehive" 2 The Big Secret of Dealing with People 3 "He Who Can Do This Has the Whole World with Him. He Who Cannot Walks a Lonely Way" Part Two Six Waysto Make People Like You4 Do This and You'll Be Welcome

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Anywhere5 A Simple Way to Make a Good First Impression6 If You Don't Do This, You Are Headed for Trouble7 An Easy Way to Become a Good Conversationalist8 How to Interest People9 How to Make People Like You Instantly Part Three How to Win People to Your Way of Thinking10 You Can't Win an Argutnmeent11 A Sure Way of M eking Enemies—And How to Avoid It12 If You're Wrong, Admit It.....THE QUICK EASY WAY TO BFFECTIVE SPEAKING



### 章节摘录

I shall never forget the night, a few years ago, when Marion J. Douglas was a student inone of my classes. (I have not used his real name. He requested me, for personal reasons, not toreveal his identity.) But here is his real story as he told it before one of our adult-education classes. He told us how tragedy had struck at his home, not once, but twice. The first time hehad lost his five-year-old daughter, a child he adored. He and his wife thought they couldn'tendure that first loss; but, as he said: "Ten months later, God gave us another little girl----andshe died in five days."This double bereavement was almost too much to bear. "I couldn't take it," this fathertold us. "I couldn't sleep, I couldn't eat, I couldn't rest or relax. My nerves were utterly shakenand my confidence gone." At last he went to doctors; one recommended sleeping pills and another recommended a trip. He tried both, but neither remedy helped. He said: "My body felt as if it were encased ina vice, and the jaws of the vice were being drawn tighter and tighter." The tension of grief-----ifyou have ever been paralysed by sorrow, you know what he meant."But thank God, I had one child leff----a four-year-old son. He gave me the solution tomy problem. One afternoon as I sat around feeling sorry for myself, he asked: ' Daddy, willyou build a boat for me? ' I was in no mood to build a boat; in fact, I was in no mood to doanything. But my son is a persistent little fellow ! I had to give in."Building that toy boat took about three hours. By the time it was finished, I realised thatthose three hours spent building that boat were the first hours of mental relaxation and peacethat I had had in months ! "That discovery jarred me out of my lethargy and caused me to do a bit of thinking——thefirst real thinking I had done in months. I realised that it is difficult to worry while you arebusy doing something that requires planning and thinking. In my case, building the boat hadknocked worry out of the ring. So I resolved to keep busy."The following night, I went from room to room in the house, compiling a list of jobs thatought to be done. Scores of items needed to be repaired: bookcases, stair steps, storm windows, window shades, knobs, locks, leaky taps. Astonishing as it seems, in the course of two weeksI had made a list of 242 items that needed attention." During the last two years I have completed most of them. Besides, I have filled my lifewith stimulating activities. Two nights per week I attend adult-education classes in New York. I have gone in for civic activities in my home town and I am now chairman of the school board. I attend scores of meetings. I help collect money for the Red Cross and other activities. I am sobusy now that I have no time for worry."No time for worry !

. That is exactly what Winston Churchill said when he was workingeighteen hours a day at the height of the war. When he was asked ff he worried about histremendous responsibilities, he said: "I'm too busy. I have no time for worry."Charles Kettering was in that same fix whea he started out to invent a self-starter forautomobiles. Mr. Kettering was, until his recent retirement, vice-president of General Motors incharge of the world-famous General Motors Research Corporation. But in those days, he wasso poor that he had to use the hayloft of a barn as a laboratory. To buy grocodes, he had touse fifteen hundred dollars that his wife had made by giving piano lessons; later, he had toborrow five hundred dollars on his life insurance. I asked his wife if she wasn't worried at atime like that. "Yes," she replied, "I was so worried I couldn't sleep; but Mr. Ketteringwasn't. He was too absorbed in his work to worry."The great scientist, Pasteur, spoke of " the peace that is found in h'braries andlaboratories." Why is peace found there ?

Because the men in libraries and laboratories areusually too absorbed in their tasks to worry about themselves. Research men rarely havenervous breakdowns. They haven't time for such luxuries. Why does such a simple thing as keeping busy help to drive out anxiety ?

Because of alawwone of the most fundamental laws ever revealed by psychology. And that law is: that it is utterly impossible for any human mind, no matter how brilliant, to think of more than onething at any given time. You don't quite believe it ?

Very well, then, let's try an experiment. Suppose you lean right back now, close your eyes, and try, at the same instant, to thinkof the Statue of L~erty and of what you plan to do tomorrow morning. (Go ahead, try it.) You found out, didn't you, that you could focus on either thought in turn, but never onboth simultaneously? Well, the same thing is true in the field of emotions. We cannot bepepped up and enthusiastic about doing



something exciting and feel dragged down by worry atthe veery same time. One kind of emotion drives out the other. And it was that simple discovery that enabledArmy psychiatrists to perform such miracles during the Second World War. When men came out of battle so shaken by the experience that they were called "psychoneurotic', Army doctors presen~oed "Keep 'em busy" as a cure. Every waking minute of these nerve-shocked men was filled with activity-usually outdooractivity, such as fishing, hunting, playing ball, golf, taking pictures, making gardens, anddancing. They were given no time for brooding over their tern"ole experiences. "Occupational therapy" is the term now used by psychiatry when work is prescribed asthough it were a medicine. It is not new. The old Greek physicians were advocating it fivehundred years before Christ was born !

The Quakers were using it in Philadelphia in Ben Franklin's time. A man who visited aQuaker sanatorium in 1774 was shocked to see that the patients who were mentally ill werebusy spinning flax. He thought these poor unfortunates were being exploited——until theQuakers explained that they found that their patients actually improved when they did a littlework. It was soothing to the nerves.



## 编辑推荐

《卡耐基全集(英文版)》: How to Win Friends & Influence People? How to Stop Worrying and Start Living? The Quick and Easy Way to Effective Speaking.





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