



Ken's Personal Rules (Trial)

Ken 的个人规定 (试行)

2020

Ken's Study Strategy

Ken 的学习政策

<https://www.kendeng1603.com/personal-rules>



Ken's Personal Rules 2020 (Trial) (English)

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General Rules

1. In order to regulate my behaviors, have a cozy studying environment, improve my study efficiency, and have better results, I made my personal rules.
2. The first version of my personal rules originates from the inspirations from the English Spelling Bee competition 2019 in Beijing, China.
3. My new rules arrange my daily study routine properly and avoid from being interrupted while I am studying or working.
4. There is no penalty for violating any of the rules unless the action causes severe results. My goal is to be obedient to the rules consciously.
5. If you have any objections to my personal rules, please let me know by sending an email to: studystategy@kendeng1603.com. It is not recommended to protest my personal rules using violent methods.
6. If parts of my personal rules are conflict with local laws while traveling, conflicted parts of my rules should be violated and please obey the local laws.
7. This is a trial version. I may modify and update my rules at any time according to the realizability of my rules and the situations.
8. If you have any questions about my personal rules and/or my study strategy, or cannot understand this text, please contact me by sending an email to: studystategy@kendeng1603.com
9. Anyone has rights to view my rules, supervise on my behaviors, and report the violations of my personal rules. The reporting email should be sent to: report@kendeng1603.com
10. The right of the final interpretation of these rules belongs to me.

Study

1. Mark the misunderstood knowledge in the textbook and ask the teacher after class. Also, ask questions when I have doubts for the knowledge in my real life.
2. Use new knowledge or words as I study when making the projects, do not stop at an old place.
3. Enter classroom 5 minutes in advance for online lessons, 3 minutes for offline lessons. Do not be late for class.
4. When finishing the group task outside, I must follow the Traveling Rules.
5. When I do my things, start my 45-minute timer, take a rest for at least 10 minutes every 45 minutes.
6. Take a rest immediately once I am very tired, except for online lessons or exams.
7. Do not play or install games that are not related to study and cannot improve my skills on my devices (the games I made excepted).
8. Do not explore the websites that are unrelated to the lesson when using electronic devices in class.
9. Follow the school rules and do not explore the websites that are unrelated to the lesson when using electronic devices in school.
10. Do not disrupt the class order.
11. In order to ensure the quality of the projects, stop reading books, doing homework, or programming if the sound nearby is over 80 decibels, stop doing anything if it is over 120 decibels.
12. Anyone may disassemble any of my programs if the local law permitted. However, leaking any of the contents that you got from the disassembly process of my programs is strictly prohibited.
13. If my multilingual projects have translation errors, the English version shall prevail, unless noted otherwise.
14. Participate in at least 2 competitions every 3 months and get the prizes as possible.
15. When taking a test, skip a question after it continues 5 minutes or 5% of the total time (which is longer) without having an answer.
16. Set some goals and plans while studying and traveling. There is no penalty for failing to achieve goals.
17. Finish today's homework today as possible. Do not be hasty to do the homework before the lesson starts.

18. Do not finish the peripheral tasks first before finishing important tasks. Put things I want to do to to-do list.
19. Homework has 5 types: Paper homework, Half-electronic homework, Electronic homework, Outdoor homework, and DIY homework. Paper homework is the paper homework that does not need electronic devices. Half-electronic homework is the paper homework that needs electronic devices to finish. Electronic homework is the homework that only needs electronic devices. Outdoor homework is sport exercises or the homework needs exploring things outside. DIY (do it yourself) homework is the homework I need to make things or models.
20. Finish paper homework first, then I can finish electronic homework.
21. Sleep in advance if there is/are exam(s) and/or competition(s) tomorrow.
22. Stop updating my public resources a month before an important exam, stop responding outer messages and comments a week before the exam.
23. Make sure there is enough light and cozy temperature while studying by myself.
24. Be aware of the sitting posture while studying, adjust it every 5 minutes.
25. Reckon that penalties from other people are prizes, accept the prizes, and learn principles from them.
26. In order to study and practice my English abilities, do not install non-English operating system on my devices belong to me, or set to a non-English language.

Traveling

1. Do not ride the subway of invert direction.
2. Do not ride public transportation over the station.
3. Do not force to exit or board the subway train when the light flashes, the bell rings, or the door closes.
4. Use the stairs instead of using elevators or escalators while going downstairs as possible. I can either use the elevator, escalator, or stairs for upstairs.
5. When entering public places or taking public transportation, cooperate with security check consciously.

6. Follow the rules about the place while I am taking photos or videos.
7. I must report to my parents about place, time, and the event when I go outside alone.
8. Refuse all donations to beggars while I am traveling.
9. Save as much money as I can, spend no more than 1,250 CNY per day, 15,000 per month, 100,000 per year.
10. Please be patient to wait when I am in a queue, do not push in.
11. Remember to buy some souvenirs while traveling in another city.

Social and Internet

1. Swearing or sending insulting emojis are strictly prohibited.
2. When an Internet service
 - i. suspends, terminates, disables, or deletes my account without my permission and I did not violate any rules, terms, or laws, and doing them without telling me detailed reasons and notifying me,
 - ii. deducts money unexpectedly without my permission,
 - iii. send spam emails or notifications without my permission,
 - iv. enables one or more features without my permission or notifying me.

it will get the following penalties except it has been hacked or some special situations:

- i. let my parents, classmates, teachers, colleagues, and other relationships know,
 - ii. stop using it for 15 to 90 days,
 - iii. rate and write a review on app stores and/or markets,
 - iv. write an English persuasive essay about the drawbacks of the service (at least 250 words).
3. Check the information for the recipients when sending messages or emails. Please recall the message after I have sent it by mistakes within 2 minutes.
4. Make many friends as possible and usually talk about study or the topic I am interested in.
5. Usually help others actively. Solve other people's problem when they are getting trouble.
6. Avoid using public WiFi or USB charging ports as possible to prevent dangerous activities from hackers.

Self-management and Body

1. Add some warning labels in the places at home that I am often unconscious.
2. It is strictly forbidden to cover, damage or modify the warning labels. If the labels are damaged, destroyed, or corroded, please fix them as soon as possible.
3. Get up no earlier than 6:00 AM every day and go to bed no later than 11:00 PM at night except for traveling to catch planes, returning late after travel, or heavy learning tasks. The ultimate time for getting up and sleeping is 5:30 AM and 11:45 PM respectively, which should not be exceeded when completing heavy learning tasks.
4. Brush my teeth every morning and evening, no less than 3 minutes at a time, and wash my face no less than 1 minute at a time.
5. Wear braces no less than 20 hours a day.
6. Prepare the clothes for the second day before sleeping.
7. Before I eat foods, check its expiry or 'best before' date.
8. Set my schedule and finish tasks according to it.
9. Make items lists and stick them in my bedroom.
10. Clean the space, sort things and label them periodically.
11. Keep desktop clean and clean bedroom periodically.
12. Report to teachers or parents if there are some severe security problems. Do not conceal or ignore.

Privacy Safety

1. Keep away from the password when other people are typing it unless he/she agrees for looking at it.
2. If the window has been opened in the car unexpectedly, please close the window immediately. If the window is locked, keep the seat belt fasten, kneel forward, the top of the head must be lower than the knee, and both hands should touch the ground until the window next to me closes or the door opens.
3. The private files uploaded to the network drive must be encrypted. It is recommended to change it to a wrong extension name so that the file cannot be opened directly.
4. Be careful when filling the following private information:
 - i. ID Card Number,

- ii. Band Card Number or its Password,
 - iii. Social Network Accounts Name and Password.
5. When entering sensitive areas such as changing rooms and toilets, pay attention to check whether there are cameras that can invade privacy or not.
6. Cover the keyboard when typing the password.
7. My personal website should obey with GDPR and other privacy protection laws.
8. Do not see the others' privacy without their permission.
9. When the vehicle enters the expressway service area, I must carry my valuables with me to prevent electronic decoding.
10. If electronic devices belong to me have been controlled remotely unexpectedly, please unplug external storage devices and disconnect from the Internet or power as soon as possible, making sure the privacy on the devices are not disclosed.

Anti-mischief

1. Check if there are alarm clocks during the sleeping time (between sleep time and get-up time), delete them once found, catching airplane excepted.
2. Check the clothes if it has been drawn unexpectedly.
3. Check the entire body, baggage, and luggage if they contain lighter and other prohibited items before boarding the airplane or train.

Virtual Careers

1. Virtual Careers means using the knowledge for laboring and working.
2. I may set and deploy virtual careers when needed.
3. One or more subjects can be used in each virtual career.
4. When I am doing virtual career work, I should practice the knowledge of the corresponding subject, for example:
 - i. Chinese: Practice literature reading, poetry recitation, etc.
 - ii. Mathematics: Find axisymmetric graphics, central symmetric graphics, flower curves, parabola, etc.
 - iii. English: Practice English literature reading, oral English, grammar, pronunciation, etc.
 - iv. Physics: Find fixed pulleys, moving pulleys, pulley blocks, small drops of water or temperature in a food.

5. I must not monetize from any of the virtual careers, just work in my free time.

Facilities and Equipment

1. Facilities and Equipment means any electronic devices, storage materials and daily life things, for example:
 - i. Phone, iPad, computer, camera, Kindle, and other electronic devices,
 - ii. USB Drive, mobile hard drive, floppy disk, and other storage materials (disc excepted),
 - iii. Table, chair, light, fan, air-conditioning, alarm clock, television, and other life essentials,
 - iv. Band, watch, speaker, and the components of electronic devices.
2. This rule is only for my own facilities and equipment. Others' devices are not protected by this rule.
3. Usually backup my data at least 2 times in a month. All data can be backed up to computer hard drive, mobile hard drive, or web drive.
4. Save power: Turn off the lights, air-conditioning and other electronic things when leaving my room and no others in it.
5. Label the broken devices in time and report them for fixing or abandoning.
6. Pause to use a device when its battery is lower than 10% until charging.
7. Adjust clocks periodically, the offset between the clock time and real time is allowed up to 2 mins.
8. Charge all electronic devices and make sure they have more than 90% of the battery respectively 1 day before travel.
9. Do not insert the storage materials with viruses to the computer without viruses or insert the storage materials without viruses to the computer with viruses. Otherwise, please kill the viruses immediately.
10. Empty the computer recycle bin and kill the viruses periodically, making sure the computer is safe and clean.
11. Fully clean the computer on September 1 every year. It means clear waste files, fully scan viruses, and check the situations for backing up data.

12. Charge the device that are no longer used no more than every 90 days.
13. Always keep all software up-to-date and usually update software.
14. Manage the behaviors of facilities and equipment strictly. If the facility or equipment has the following behaviors without my permission, it will be stopped for rectify, except it has been hacked or has security bugs.
 - i. Delete important files without my permission,
 - ii. Send spam messages, emails, or comments,
 - iii. Disrupt servers' normally working,
 - iv. Violate "Social and Internet Rules",
 - v. Violate "Privacy Protection Rules",
 - vi. Play voice loudly and the volume is more than 100 decibels,
15. Other behaviors that can disrupt my or servers' normally working. Keep system's original features and protect the programs made by myself. Installing third party antivirus software or system optimize tools is strictly prohibited. For example, 360 security shield, Tencent PC manager, driver genius, Ruanmei optimize master, Ruanmei cube. (Window Defender and other pre-installed antivirus software excepted)
16. Do not charge the phone or tablet beside the bed.
 - vii.



Ken 的 2020 年个人规定 (试行) (简体中文)

Note: The original of the rules are in English and this is the translated Chinese version. According to Ken's personal rules, the English version shall prevail if it has some translation errors.

注：本规定的中文版是由英文版翻译过来的。根据 Ken 的个人规定，如果出现翻译错误，将以英文版为准。

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综合规定

- 一. 为了规范我的行为，享受舒适的学习环境，提高学习效率和获得更好的成果，特制定本个人规定。
- 二. 本规定的首个版本起源于我在 2019 年北京英语 Spelling Bee 拼词比赛中所得到的灵感。
- 三. 我的个人规定将更合理地安排我的每日学习日常，并预防在学习或工作时受到打扰。
- 四. 如果违反任意一条规定，除了情节严重，否则将不会受到处罚。我的目的是自觉遵守个人规定。
- 五. 如果你对本个人规定有异议，请及时发送邮件与我联系：
studystategy@kendeng1603.com。不建议通过任何暴力手段针对我的个人规定进行示威或抗议。
- 六. 在旅游时，如果部分规定与当地法律有冲突，应违反规定中冲突的部分，并遵守当地法律法规。
- 七. 这是规定的试行版，我可能会根据我规定的可实现性和实际情况，随时更改我的规定。

- 八. 如果你有任何关于我个人规定或学习政策的问题，或不能理解规定中的文字，请发送邮件与我联系：studystategy@kendeng1603.com。
- 九. 任何人有权查看我的规定，监督我的行为，以及对本规定的违规行为进行举报，举报时请发邮件到：report@kendeng1603.com。
- 十. 本规定的最终解释权归我本人所有。

学习方面

- 一. 在不懂的知识点中做记号，下课后询问老师。如果在实际生活中遇到有关学科知识的问题，也可以向老师提问。
- 二. 制作作品时，尽量使用新学到的知识或单词，活学活用，不要停留在旧的地方。
- 三. 网课应在上课前 5 分钟进入教室，线下课应在上课前 3 分钟进入教室。上课不要迟到。
- 四. 在外面进行小组任务时，须遵守《出行方面》的相关规定。
- 五. 做事情的时候，开启 45 分钟定时器，每 45 分钟休息 10 分钟或以上。
- 六. 除上网课和网络考试外，如果感到非常累，则应立即休息。
- 七. 不要玩或在自己的设备中安装与学习无关且不能提高我能力的电子游戏（自己制作的游戏除外）。
- 八. 使用电子产品上课时，不要浏览无关网页。
- 九. 在学校使用电子产品时，需严格遵守学校纪律，不要浏览无关网页。
- 十. 上课时，不要扰乱课堂秩序。
- 十一. 为保证作品质量，附近的声音超过 80 分贝的，将不能看书、做作业或编程；超过 120 分贝的，应停止手上的所有事情。
- 十二. 任何单位和个人可以在法律允许的范围内对我的程序进行反编译或反向工程，严禁公开透露由反编译或反向工程得来的任何内容。
- 十三. 除特殊声明外，如果多语言版本的作品出现翻译不一致的情况，以英文版为准。
- 十四. 每 3 个月至少参加 2 次比赛，争取获得奖项。

- 十五. 做题时，如果一道题目持续 5 分钟或考试时间的 5%（取最大值）想不出答案，应跳过该题目。
- 十六. 学习和旅游时，自行设定学习计划和目标。如果没有达到目标，将不会受到任何处罚。
- 十七. 尽量当天完成当天布置的作业，不要在上课前赶作业。
- 十八. 不要把次要任务当成重要任务优先完成，否则完不成重要任务的后果自负，应将自己想要做的事情列入待办事项清单中。
- 十九. 作业分为五类：纸质作业、半电子作业、电子作业、户外作业和手工作业。纸质作业指不需要用到电子产品的纸质作业，半电子作业指需要使用电子产品的纸质作业，电子作业指全程需要使用电子产品的作业，户外作业指体育锻炼或出门浏览景物等来完成的作业，手工作业指需要制作作品或模型的作业。
- 二十. 先完成纸质作业，再完成电子作业。
- 二十一. 如果明天有考试或比赛，则应提前睡觉。
- 二十二. 重要考试前一个月暂停更新公共资源，一周前则暂停回复外部消息和评论。
- 二十三. 自习时，确保有充足的灯光和舒适的温度。
- 二十四. 学习时，注意坐姿，每 5 分钟调整一次坐姿。
- 二十五. 将来自其他人的各种处罚均视为奖励，并接受奖励，从奖励中获取道理。
- 二十六. 为了更好地学习和练习英语，不要在我的设备上安装非英语版本操作系统，或设置为非英语语言。

出行方面

- 一. 坐地铁时不能坐反方向。
- 二. 到站前要提前做好准备，坐公共交通工具时不能坐过站。
- 三. 不能在地铁关门警示灯闪烁、警示铃声响，或车门正在关闭时强行上下车。

- 四. 下楼时尽量使用楼梯，而不使用电梯或扶手电梯，上楼时可以使用电梯、扶手电梯或楼梯。
- 五. 进入公共场所或乘坐公共交通工具时，自觉配合安检。
- 六. 拍照或录像时需遵守该地方的相关规定。
- 七. 独自一人出门时，必须向父母报告地点、时间和事件。
- 八. 出行时遇到向乞丐捐款的一律拒绝。
- 九. 节约用钱，每天花钱不超过 1250 元人民币，每个月花钱不超过 15000 元，每年花钱不超过 100000 元。
- 十. 排队时应耐心排队等待，不能插队。
- 十一. 前往外地出行时，注意购买当地的纪念品。

社交与网络方面

- 一. 严禁骂脏话或粗口话，或发送具有侮辱性的表情包。
- 二. 如果网络平台出现下列情况：
 1. 在没有我的要求且我没有违反任何规定、条款或法律的情况下擅自冻结、封禁、禁用或删除我的用户账号的，且在执行上述操作时没有告诉我具体原因和没有通知我的；
 2. 未经我的允许，私自扣取费用的；
 3. 未经我的允许，私自向我发送垃圾邮件或推送通知的；
 4. 未经我的允许且未通知我的情况下，擅自启用一个或多个功能的。除了它被黑客攻击或部分特殊情况外，它将会受到下列处罚：
 1. 告诉家人、同学、教师、同事等关系；
 2. 暂停使用该网络平台 15 天以上 90 天以下；
 3. 在应用市场中进行评分和评论；
 4. 写一篇关于该网络平台缺点的英语议论文（至少 250 个单词）。
- 三. 发送消息或邮件时，应仔细检查收件人的信息。发错消息后的 2 分钟内，应撤回相关消息。
- 四. 努力交到好朋友，并经常讨论学习或自己感兴趣的话题。
- 五. 经常主动帮助他人。当他人遇到困难时，应主动上前解决他的问题。

六. 尽量避免使用公共 WiFi 或 USB 充电口，以防黑客入侵。

自我管理与身体方面

- 一. 在家中一些经常不自觉或者有不自觉习惯的地方增加警示标签。
- 二. 严禁故意遮挡、损坏、涂改警示标签。如果标签被损坏或腐蚀，应尽快修补它们。
- 三. 除出行赶飞机、旅行后晚归或学习任务太重外，每天不早于 6:00 起床，晚上不迟于 23:00 睡觉。起床和睡觉的极限时间分别为 5:30 和 23:45，完成较重的学习任务时不得超出这个时间。
- 四. 每天早晚刷牙，每次不少于 3 分钟，洗脸每次不少于 1 分钟。
- 五. 每天戴牙套不少于 20 个小时。
- 六. 每天睡觉前准备第二天的衣服。
- 七. 每次服用食品前，应检查食品的保质期。
- 八. 自己设定时间表，并按时间表中的计划安排完成任务。
- 九. 设置事项清单，并张贴在房间里。
- 十. 定期整理物品，并贴上类别标签。
- 十一. 保持桌面清洁，并定期清理房间。
- 十二. 如果出现严重的安全性问题，应及时向老师或家长上报，不要隐瞒或放过。

隐私安全方面

- 一. 别人输入密码时，除非他人允许查看，否则必须远离其密码。
- 二. 在车上若被无缘无故开窗，请立即关闭车窗。若车窗被锁，应在保留安全带的前提下，向前趴下，头部的最顶端要低于膝盖，双手碰地，直到我旁边的车窗关闭或车门打开为止。
- 三. 上传到网盘中的隐私文件必须加密，建议更改为一个错误的扩展名，使文件无法直接打开。
- 四. 谨慎填写以下隐私：
 1. 身份证号；

2. 银行卡号及密码；
 3. 社交网络的账号密码。
- 五. 进入更衣室、厕所等敏感区域时需注意查看是否存在能够侵犯隐私的摄像头。
 - 六. 输入密码时，必须遮挡密码键盘。
 - 七. 我的个人网站需严格遵守 GDPR 等隐私保护法律。
 - 八. 未经他人允许，严禁私自查看他人隐私。
 - 九. 当车辆进入高速公路服务区时，必须随身携带贵重物品，以防电子解码。
 - 十. 如果属于我的电子产品被异常远程控制，应尽快拔出外接存储设备，并及时采取断网或断电措施，确保电子产品上的隐私不被泄漏。

预防恶作剧方面

- 一. 每天睡觉前，务必检查是否存在睡觉时间内（睡觉时间到起床时间之间）的闹钟，如发现请立即删除，赶飞机除外。
- 二. 每次出门前，务必检查衣服是否被乱涂乱画。
- 三. 每次坐飞机、火车、动车或高铁前，仔细检查身体、书包和行李箱是否存在打火机等违禁物品。

虚拟职业方面

- 一. 虚拟职业指利用学科知识进行劳动和工作。
- 二. 有必要时，应设置一些学科的虚拟职业。
- 三. 每一个虚拟职业可使用一个或多个学科，它们可以跨学科使用。
- 四. 进行虚拟职业工作时，应练习对应学科的知识，例如：
 1. 语文：练习文学阅读、诗歌朗诵等
 2. 数学：寻找轴对称图形、中心对称图形、繁花曲线、抛物线等
 3. 英语：练习英语文学阅读、英语口语、语法、发音等
 4. 物理：寻找定滑轮、动滑轮、滑轮组、食物的小水珠或温度
- 五. 不允许通过任何虚拟职业进行赚钱，它只用于在空闲时间工作。

设施与设备方面

- 一. 设施与设备指各类电子（数码）产品、存储媒介、生活用品等，比如：
 1. 手机、iPad、电脑、照相机、Kindle 等电子产品
 2. U 盘、移动硬盘、软盘等存储媒介（光盘除外）
 3. 桌子、椅子、灯、风扇、空调、闹钟、电视机等生活用品
 4. 手环、手表、音响等电子产品的所属附件
- 二. 本规定只针对我本人的设施与设备。别人的设备不受本规定保护。
- 三. 定期做好数据备份，1 个月内至少备份 2 次。所有数据可备份到电脑硬盘、移动硬盘或网盘。
- 四. 节约用电：离开房间时，如房间没有任何其他人，必须关闭灯、空调等电器。
- 五. 及时将损坏的设备贴上相应的标签，并进行报修或报废，做好登记工作。
- 六. 设备的电池电量低于 10% 时，应暂停使用该设备，直到充电为止。
- 七. 定期调整时钟，时钟上的时间和标准时间的误差不得超过 2 分钟。
- 八. 外出旅游的前一天，应将所有电子产品充电，并确保它们有大于 90% 的电量。
- 九. 不得将带有病毒的存储介质插入没有病毒的电子产品中，或将没有病毒的存储介质插入带有病毒的电子产品中，否则请及时对介质和设备进行杀毒。
- 十. 定期清空回收站，以及对电脑进行杀毒，保障电脑安全干净。
- 十一. 每年 9 月 1 日对电脑进行“大扫除”，即清理垃圾、全盘杀毒、检查数据备份状态等。
- 十二. 对于长时间不用的设备，至少每 90 天充一次电。
- 十三. 始终保持所有软件为最新版本，定期更新软件。
- 十四. 严格管理设施与设备的行为，除设施或设备被黑客攻击或出现安全漏洞外，凡是设施或设备在未经用户许可或命令的情况下出现下列行为之一的，将对设备采取停机整顿等措施：
 1. 私自删除重要文件的；

2. 私自发送垃圾信息、邮件、评论的；
3. 扰乱服务器正常秩序的；
4. 违反《社交与网络方面》规定且情节严重的；
5. 违反《隐私安全方面》规定且情节严重的；
6. 私自大声外放声音且音量大于 100 分贝的；
7. 其它扰乱我和服务器正常秩序的行为。

十五. 保留系统的原有功能和自编的计算机程序，严禁安装第三方杀毒软件或系统优化工具。如 360 安全卫士、腾讯电脑管家、驱动精灵、软媒优化大师、软媒魔方等。（Windows Defender 等系统自带的杀毒软件除外）

十六. 不要在床边给手机或平板电脑充电，否则后果自负。

THE END

Thanks for Reading!

感谢你的阅读

**You can visit my personal website for more of my study tips
and study strategy:**

你可以访问我的个人网站，浏览我更多的学习政策和技巧：

<https://www.kendeng1603.com>

If you have any questions or need any help, feel free to contact me:

如果你有任何问题或需要帮助，请及时联系我：

hello@kendeng1603.com

I wish you get better scores and results while studying.

祝你在学习过程中取得更好的成绩和成果。