



## 16 Tips for "Being on Time"

1. Make decisions and prepare the night before:
  - a. Clothes ready
  - b. All items to take with you by the door or in the car
  - c. What you will have/serve for breakfast
2. Setting watch, clock in car 10 - 13 minutes ahead.
3. Plan on being ready to walk out the door 30 minutes - 1 hour early.
4. Record how long certain routine tasks take & schedule more time than you need (interruptions, unforeseen situations - phone call, a household accident . . .) If it takes you 30 minutes to get ready in the morning, plan 45 minutes. Exactly how long does it take you to:
  - a. Get dressed?
  - b. Take a shower?
  - c. Put on your make-up?
  - d. Fix your hair?
5. Set time limits and use a timer.
6. Do not check your e-mail before heading out the door.
7. Discipline yourself to do only the things that need to be done before you leave. (Ex: Tidy-up before you go to bed so you won't be tempted to do that early in the morning.)
8. Allow for transition time (from the house to the car).
9. Avoid doing "just one more thing".
10. Set priorities according to importance not urgency (Ex: let the answering machine answer the calls and return the call later).
11. Use checklists as reminders of things that need to be done and things you need to take with you.
12. Go to bed at a regular time each night.
13. Consider the costs for being late and the benefits for being on time.
14. Plan on arriving 15 minutes early and bring something with you to do while you wait. (Ex: read a good book, write a thank you note or two, read something from your "To Read" file).
15. Set the alarms clock across the room so you will be forced to get up when it goes off.
16. Keep your car with at least  $\frac{1}{2}$  tank of gas at all times.