

QUICK TIPS – *BEING ON TIME*

All of us have experienced frustration by meetings that never seem to start on time, appointments that are delayed and colleagues who are habitually late. In many instances, this becomes the accepted norm and culture of the organization. There is, however, a simple, straightforward solution to this dilemma.

Plan To Be Early

Each one of us deserves respect. One way to demonstrate my respect for you is to **not** keep you waiting. Professional and personal courtesy requires that I be punctual.

If I aim to arrive at the scheduled time of our meeting, any delay that I might encounter will guarantee that I will be late. Obviously, the only way to ensure that I'm on time for a meeting is to deliberately arrive early.

Set False Deadlines

If I have a meeting scheduled for 9:30, let's say, my *intention* is to arrive at 9.

By setting this false deadline, I have arranged ***cushion time*** to absorb any delays that might occur, while not affecting the start of the meeting.

If I successfully arrive at 9, I use the half-hour to collect my thoughts, plan for the meeting, and greet and socialize with colleagues as they arrive.

I also always schedule *free time* between meetings.

In essence,

You're Either Arranging To Be Early Or You're Arranging To Be Late

Be a professional and demonstrate your inherent respect for others, by managing your time effectively and always being early for meetings.

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