

## ARE YOU ALWAYS LATE?

- 🕒 **SET PRIORITIES!** Suppose you want to get a to a nine o'clock class on time. That becomes your priority and everything else must take a back seat to that intention.
- 🕒 **SELECT** only one commitment per day to work on. You cannot change overnight.
- 🕒 **RESOLVE AND PLAN** to be there early, not just on time.
- 🕒 **BREAK** down your task into easy steps.
- 🕒 Work **BACKWARDS** setting realistic deadlines for yourself.
- 🕒 **FOCUS** on the time you must leave home, not just on the time you want to arrive.
- 🕒 **NEVER** do just "one last thing" before you leave. You might think that it will only take two minutes, but it will more likely take ten.
- 🕒 **REWARD** yourself. If you arrive early, you deserve a pleasant moment. Keep your favourite book with you, or promise yourself a small treat at the end of the day.
- 🕒 **GO PUBLIC.** Tell anyone who will listen that you plan on being on time. People will encourage you.
- 🕒 When you **NOTICE** that someone is always on time, ask how he/she does it. People like to talk about things that they do well, and you might pick up a handy trick.