

Let's Talk: How to be on time

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Hi everyone, my name is Tina. Let's talk about time management, particularly being on time. I know for myself as a busy mom of a very independent toddler I often find myself struggling to be on time and often show up late.

Type 'B' personalities

There are lots of reasons though that people may be late. Trying to do too much, poor organization, poor planning, even personality traits. We call these folks our Type B personalities who tend to be late more often than others.

The message you send

With being late all the time sends a negative message about you to others, that you're unreliable, that you're disorganized, it can even be disrespectful.

“Exactly” on time

One key I want you to consider in being on time, stop trying to be on time. Exactly on time that is, people who are chronically late almost always try to be on time, exactly on time. They try to squeeze every last minute out for efficiency's sake but this leaves no room for the infinite number of variables that can almost always come up. The red light, the person driving 20 miles below the speed limit when you're in a hurry, the coworker who stops you in the hallway, the email that pops up in your inbox just as you're about to walk away, your keys being misplaced or yes, even that very independent toddler having a schedule all of their own.

Aim for early

So I want you to stop thinking about being on time and start trying to be early. It's not inefficient to be early, you can always find something useful to do with your time when you get there. It's gonna communicate a positive message to others about you, that you're reliable, dependable, and it's gonna pad your schedule for those unexpected things that can arise and it'll still increase the chances that you'll actually be on time.

Practice time management

So I want you to try out these ideas and see if it improves your time management and your ability to be on time and the message that you send others about your time management skills.

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