

Never be late again

7 cures for the punctually challenged

Diana DeLonzor

Why you should be on time

- **Being late affects your self esteem**
- **Being late impacts others lives**
- **Being late makes a bad impression**
- **Lateness is a career buster**
- **In many cultures, punctuality matters**

Are you a rationalizer?

- **Are you frequently late for work, social engagements and appointments?**
- **Do you believe people are unnecessarily fussed on punctuality?**
- **Do you often attribute your lateness to external reasons?**
- **Do you make up excuses when you are late?**

**‘Nothing is easier than being busy,
and nothing more difficult than
being effective’-Alec mackenzie**

No matter how good it feels to be productive, sacrificing your sanity, not to mention the respect of others is counter productive in the long run. Life is not about how much you accomplished as much as did you accomplish the right things

**‘Think of many things, Do one’
portuguese saying**

**Consistently overscheduling
causes us to forget our goals and
focus on less important activities**

**Never plan to be exactly on time,
always plan to be early.**

Relearn to tell time by tracking the time it takes to complete your daily activities and then work with that knowledge to be on time