



Not Late for Work

Know Yourself

- Figure out why you're always late.
- Get familiar with your personal clock
- Learn how long things really take

Make a New Schedule

- Set your clock a few minutes early.
- Plan to arrive early.
- Leave space between meetings.

Manage Relationships

- Learn to say no.
- Imagine how people feel waiting for you.

Save Time in the Morning

- Wake up earlier.
- Prep the night before and morning of.

Get Out the Door

- Banish distractions.
- Don't check email or voicemail.
- Be organized.
- Take last-minute tasks with you.