

# Stop Racing The Clock

## **Teach yourself to turn tardiness into timeliness**

You have ten minutes until an appointment and decide that, if you hurry, you can finish the paperwork that you are working on. Fifteen minutes later, you look at your watch and realize that you are late for the meeting. As you dash from your desk and race down the hall, you remember that last week you were late for another meeting. Embarrassed, you try to slip in inconspicuously and take a seat where you won't be noticed. Can you relate to this scenario? If so, you are like many others who find themselves always running behind. Fortunately, there are a few ways to break this stress-causing habit.

## **Plan Ahead**

Assume ahead of time that things are going to go wrong and that you will be delayed. By doing so, you can allow yourself a few extra minutes to handle any last-minute problems that happen to arise.

## **Determine The Cause**

If you think through the occasions you have found yourself running late, you might find a common thread. Maybe you underestimate how long it takes you to get to where you are going. Possibly your watch is set a minute or two behind. By figuring out the cause of your tardiness, you will be better equipped to deal with and eliminate the problem.

## **Discipline Yourself**

Make yourself be on time. There are different ways you can do this. For instance, if you are going to a meeting, ask a coworker who is very punctual to go with you. Tell her that you will come by for her at a set time. By making a commitment to her, you are much more likely to be on time. Although it can be difficult to rid yourself of the tendency to be late, it is possible for you to do so. Put these tips into practice the next time you face a situation that requires you to be on time.

## **Guidelines for being on time**

1. Expect everything to take 5 minutes longer than planned. If necessary, set your watch a few minutes fast.
2. Make being punctual a priority. Don't give yourself the option of being late.
3. Figure out what is always making you late.
4. If you are going to be late, call ahead to where you are going and let them know you are running a few minutes behind.