

PUNCTUALITY

Punctuality is the basis for all business credibility and is vital to your career success. It is the courtesy of winners. It's about respect and being professional.

1 Commit to punctuality. This means having the right attitude and mindset. Promptness is a positive attribute. Be on time.

2 Keep yourself conscious of the time. Accurately synchronizing your watches and clocks keeps you aware of how quickly time goes and helps you stay punctual.

3 Develop the habit of arriving early. You will have time to get composed, prepared for your day or meeting, and be much more relaxed.

4 Get directions for unfamiliar areas. Remember to allow for traffic, bad weather, and parking.

5 Call ahead if an unavoidable emergency occurs, letting others know you will be late. Everyone benefits and your courtesy counts.

6 Respect the time and privacy of colleagues. Entering someone's office or cubicle without an invitation is stealing time from others. Knock gently on the door or cubicle, allowing the person to signal whether they can be disturbed at that moment. Interruptions can waste time and be costly to business.

7 Make a daily written plan that lets you determine what is most important to accomplish. Focus on that task until completed before moving on to the next most important activity. You may find time-organizing devices, daily planners, and computer programs helpful in your planning.