



## Formula to Be On Time without Stress

### Key concept: Think Backwards!

**Why do we care about being on time?** It enables you to

- Be **considerate** of others, and build relationships
- Boost your **self-esteem** (no more lame apologies)
- Earn the **respect** of others
- Avoid missing **important information**
- **Reduce stress** (no more knots in the stomach when you know you are late)

To work the formula, ask yourself for **realistic** answers to these questions:

- ✓ When do you want to **arrive?**( 5-15 minutes early is usually a good plan)

**Arrival time:** \_\_\_\_\_

- ✓ How long will it take to **get there?**

- You may want to **check** Mapquest.com driving directions, Yahoo.com Maps, etc.
- Be realistic and **allow extra time** in case of rush hour, construction, train, etc.
- You won't have to worry about **speeding**.

**Travel time** \_\_\_\_\_

- ✓ What do you need to do before you leave?

- **Gather** supplies and put with keys near door (Do this as far ahead as possible. Don't wait until you are ready to leave.)
- Get dressed, check hair, etc.
- Need raincoat, umbrella, sunglasses, sweater, etc.?
- Reading material if you want to make use of early arrival time, unexpected traffic delays, or having to wait for an appointment.

**Prep time:** \_\_\_\_\_

- ✓ **Stops** on the way
- Need gas?
  - Need to pick up someone ?
  - Convenient errand while you are in the area?

**Errand time:** \_\_\_\_\_

- ✓ **Allow cushion** time for the unknown (forgetting something and having to go back, unexpected important phone call, traffic delays, etc.

**Cushion for peace of mind and to avoid stress:** \_\_\_\_\_

### Think backwards!

Always think in terms of the **time to start getting ready and departure time**, *not* when you are supposed to be there! If you work toward your departure time, even if you run a little late, you can still be on time.

Example of **Formula** for being on time.

- |   |               |           |                                    |
|---|---------------|-----------|------------------------------------|
| <input type="checkbox"/> Appointment time |               | 7:00 pm   |                                    |
| <input type="checkbox"/> Arrival time     | -10 minutes = | 6:50 pm   |                                    |
| <input type="checkbox"/> Travel time      | -30 minutes = | 6:20 pm   |                                    |
| <input type="checkbox"/> Errand time      | -10 minutes = | 6:10 pm = | <b>DEPARTURE TIME</b>              |
| <input type="checkbox"/> Prep time        | -30 minutes = | 5:40 pm   |                                    |
| <input type="checkbox"/> Extra time       | -10 minutes = | 5:30 pm = | <b>TIME TO START GETTING READY</b> |

**Set a timer, or an alarm in your mobile phone, PDA, or computer\* to free your mind to focus, knowing you'll be reminded when it is time to get going!**

\*There's a great, FREE (and incessant) computer alarm available at <http://scottflute.com> Click on Software (top), then Alarm Clock (on left), then download (near bottom).

Enjoy feeling **confident and relaxed** by being on time. **You are to control, and can eliminate needless anxiety** by being realistic and pro-active.

You have just enhanced your Quality of Life!

*Nancy*



**Nancy Hagan, Effective Executive LLC**, works with business leaders who want to be more **effective** and **productive**, and **focus** on their **highest priorities**. Please contact Nancy at [Nancy@EffectiveExec.com](mailto:Nancy@EffectiveExec.com) or (513) 899-9949. For information about workshops and other services, visit [www.EffectiveExec.com](http://www.EffectiveExec.com).

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