

Late Again? Fixes



Is lateness common?

Experts estimate that 15% to 20% of people develop habits of chronic (long-term or happening for years) lateness or tardiness. Chronic tardiness affects all types of people — young and old. Tardiness affects the way others see you and the way you see yourself. Arriving late is a way of saying that your time is more valuable than the time of the person you made wait for you. Employers do not believe that your time is more valuable than the company's time. Employers fire workers who are often tardy. Employers do not give raises and promotions to workers who are often tardy. To help break the habit of tardiness, here are some ideas:

Tips to Prevent Tardiness

- **Reframe Your Thoughts:** Rearrange (reframe) your thoughts to give your mind a correct picture of the benefits of being on time. To do this: Write down all the positives that come with being on time, and how each benefits you, your friends, your coworkers, your supervisor, and your career.
- **Snooze and Lose:** Get up when the alarm goes off. Do not hit the "snooze" button. To wake up: stretch; turn on lights; and splash your face with water. If you cannot wake up, you are going to bed too late!
- **Measure Morning Tasks:** How long does it take you to: Take a shower? Brush teeth? Style your hair? Prepare lunch? Get dressed? Drive to work? 1) Time each morning task. You may think a shower takes 15 minutes but discover that when you time it, the real shower time is 30 minutes. 2) Add up the times for all morning tasks to get the **total time** it takes you to prepare for work. 3) Add 30 extra minutes to **total time** to allow for delays in getting dressed and driving to work. 4) Use this **total time** to figure out the exact time to get up in morning, and exact time you must walk out the door for work.
- **Post Notes:** Keep posted notes around to remind you of the time to start a morning activity so that you get to work on time. "6:30 Shower Time!" "6:50 Finish breakfast!" "7:35 Leave for work!"
- **Organize:** Get everything ready the night before — position breakfast (and lunch) food for easy preparation, lay out clothes you will wear, pack your purse or bag with everything you will need. Complete tasks the night before that you usually do in the morning.
- **Create Launch Pad:** As you go about your daily activities at home, think of items you need to take to work and place the items on a table (Launch Pad) near the door. And, as you get ready in the morning, put your phone, wallet, lunch and other items on the Launch Pad. When you are ready to leave for work, visit the Launch Pad to pick up everything that you need to take with you! Your Launch Pad prevents wasted morning time searching for things. Your Launch Pad will help you get to work on time.

Action
Changes
Things



- **Create Landing Pad:** When you return home from work, do not leave your phone in one room — your backpack, purse, or wallet in another room — empty your pockets in another room — and drop your keys somewhere. Create a Landing Pad (such as a large bowl on a table) to place all personal items when you arrive home from work.



- **Fill Time Sinkholes:** Think of what activity eats up time in your morning routine. This activity can be called a "time sinkhole." Is it when you stop to check social media? Is it when you step outside to go for a short walk? Is it your hair care? When you discover a sinkhole, take steps to avoid or fix that time-wasting activity such as; 1) Ignore social media until you arrive at work early; 2) Bring a watch on your walk so that you return on time; 3) Visit a hairstylist for an attractive and easy-care hair style.
- **Enjoy Idle Time:** Reward yourself for arriving to work early. Bring an e-reader to enjoy. Read your messages. Visit on social media. Or, enjoy a cup of tea and chit-chat with others who arrive early.
- **See Success** — Visualize (or imagine) yourself as punctual (on-time) person. Visualize yourself arriving early and taking time to relax and talk to others before work. Visualize your supervisor and coworkers smiling at you for getting to work early. Imagine your employer, friends, and other people thinking of you as a reliable person who can be trusted. Visualize that you earned a raise and promotion because of your excellent social and on-time work skills.



QUICK CHECK:

1. What percent of people develop habits of chronic lateness?
2. Arriving late is a way of saying what?
3. What do employers not believe?
4. What do employers do to workers who are often tardy?
5. a) Why do you need to rearrange (reframe) your thoughts? b) To do this, what do you write down?
6. a) What button should you not hit? b) If you cannot wake up, what are you doing wrong?
7. List the 4 steps to Measure Morning Tasks.
8. Why should you keep posted notes around?
9. List 3 tasks to organize the night before you are scheduled to work the next day.
10. a) What is a Launch Pad? b) Describe how you use a Launch Pad to help you get to work on time.
11. a) What is a Landing Pad? b) Describe how you use a Landing Pad to help you get to work on time the next day.
12. a) What is a time sinkhole? b) Give one example of a time sinkhole. c) List 3 ways to avoid or fix a time-wasting activity.
13. List one way to reward yourself for arriving to work early.
14. a) What do you imagine to see success? b) Give 2 examples of what you can visualize or imagine.
15. a) Which of the Tips to Prevent Tardiness do you think would help you get to work on time? b) Give a reason for your answer.
16. a) Pretend that you are a manager of a pizza restaurant. In essay of 30 words or more, describe what you would say to a cashier who always arrives late for a work shift — to help the worker get to work on time. b) If this worker continues to be tardy, what will you do?