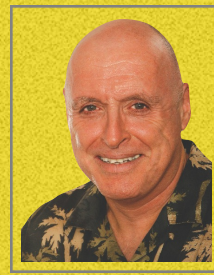


# THE EXTRA POINT

BY JERRY ROBERTS



## # 1277 Ways to Combat a Chronic Case of “Lateness”

On Friday, we talked about the reasons that people are chronically late. Late for things that are job-related, and probably late for the personal side as well. I’m Jerry Roberts, and today we’ll tell you what you can do to be on time. That’s next on The Extra Point.

The Friday Extra Point asked the question, “Why are some people constantly late.” If you want the transcript for that, go to our website, [guamtraining.com](http://guamtraining.com), click the letters “XP” on the top menu bar, and download #1276.

In that Extra Point, we discovered that some of the reasons for being late are 1) Being too optimistic that we can manage our overstuffed schedule; 2) Engaging in long conversations; 3) Having people think you’ll always be late, so you just live up — or maybe that’s down — to their expectations; 4) The way our parents handled punctuality is a determining factor for how we do it; and 5) That we too often operate on “Guam Time.”

So, if any of that describes you or someone close to you, what can you do about it? I’m going to give you a handful of ways to get on track and stay there.

- Plan ahead. I look at my schedule the night before, just before going to bed. That sets the table in my mind of the important things I need to get done, and allows me to think about reshuffling meetings and tasks as needed.
- Set alarms or reminders on your phone or watch in advance of calls and meetings.
- Be realistic and avoid over-committing and underestimating the amount of time it takes to do what’s on your schedule. This is critical.

If you need to be at work in Hagatna at 8:30 for a staff meeting, and in Yigo at 9:30 to see a client, you should leave your meeting by 9:00, or you’ll likely be late.

In years past, I might cram so much into my

schedule that I could be chasing the clock all day, and end up late to multiple commitments.

The improvement came when I just gave into the reality that things often take longer than we want, and I began to build in a little extra time between events and tasks.

- Next up is to leave when you have to leave. Making an extra call or starting a conversation with a coworker just ahead of when you need to walk out the door, simply invites the chance of being late.
- Trading tasks with a willing partner. Is there anyone at work who does the same kind of job you do? If so, you could ask that person — or people if there’s more than one — if you can toss a thing or two in their direction when your schedule is “impossible,” and you’ll do the same for them when they need it.
- A principle to remember is that punctuality is a good look on all of us. It says we respect time, both ours and everyone else’s.
- Another key is to manage distractions. I’ve got mine, and you’ve got yours. If we can get better at controlling them, it’ll will help us stay on schedule.

There you have seven ideas on how to eliminate or reduce being late in work-related issues. You can use much of this for personal matters, too. The first step is being aware that we’re not handling time well. Then we need a plan. I hope what we’ve offered today helps you put one together.

That’s the Extra Point. Be responsible and make something good happen today. For 93.3 and the Ray Gibson Show, I’m Jerry Roberts.

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