



When we value others and their time we will make the effort to be punctual....but being habitually late sends a different message.



What is Punctuality?

Showing respect for others by doing the right thing at the right time.

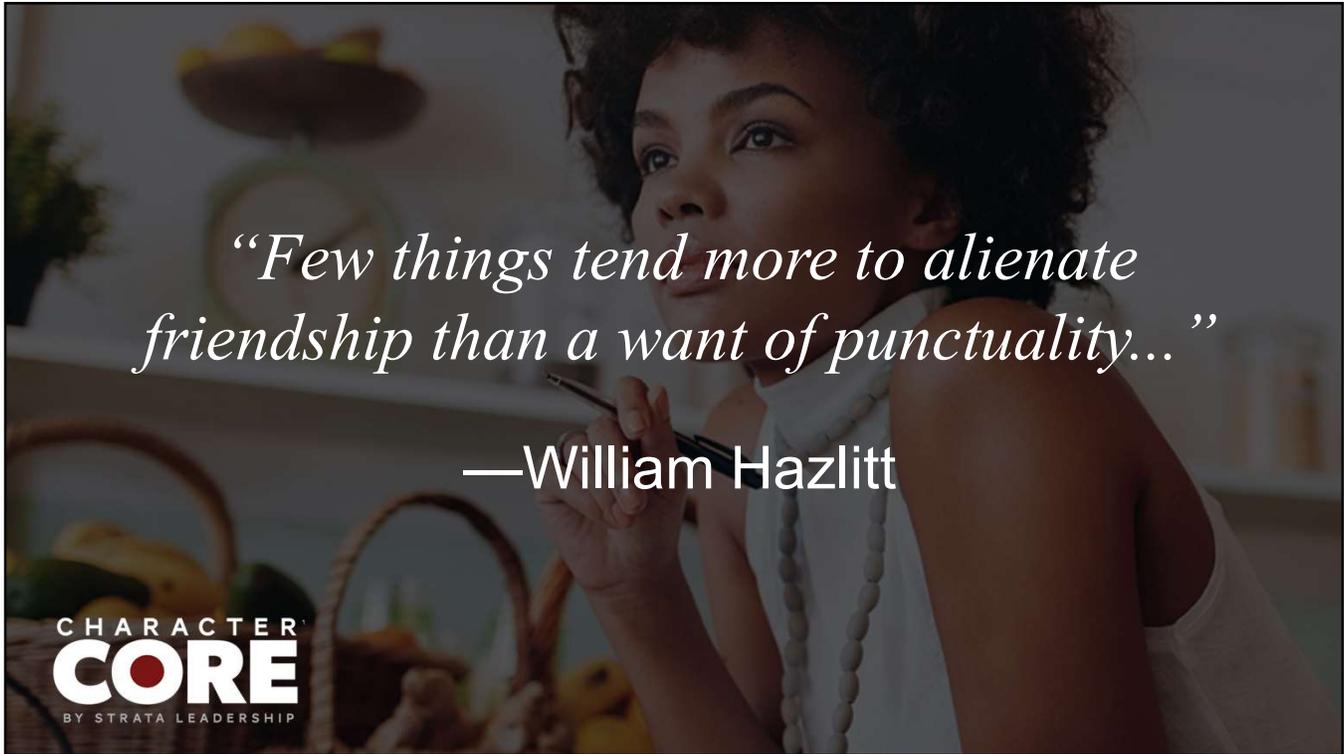
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CORE
BY STRATA LEADERSHIP

Many of us have heard the saying “If you’re late, you’re late. If you’re on time, you’re late. If you’re early, you’re on time.” While we all know that is an exaggeration to make a point, it communicates an important message – others depend on you and when you are not there, they are negatively impacted. When we are habitually late we send the message that we believe we are more important than others.

Opposite: late, tardy, inconsistent

Related Concepts: conscientious, exact, heedful, meticulous, regular, dependable, prompt, precise, timely, on-the-dot, on schedule, expeditious

Summary: Being on time.



William Hazlitt (April 10, 1778 – September 18, 1830), was an English writer, drama and literary critic, painter, social commentator, and philosopher (Wikipedia).

Other Punctuality Quotes:

“Few things tend more to alienate friendship than a want of punctuality in our engagements. I have known the breach of a promise to dine or sup to break up more than one intimacy.” - William Hazlitt

“I never could have done what I have done without the habits of punctuality, order, and diligence, without the determination to concentrate myself on one subject at a time.” - Charles Dickens

“Punctuality is the politeness of kings.” - Louis XVIII

“Punctuality is the soul of business.” - Thomas Chandler Haliburton

“If I have made an appointment with you, I owe you punctuality, I have no right to throw away your time, if I do my own.” - Richard Cecil

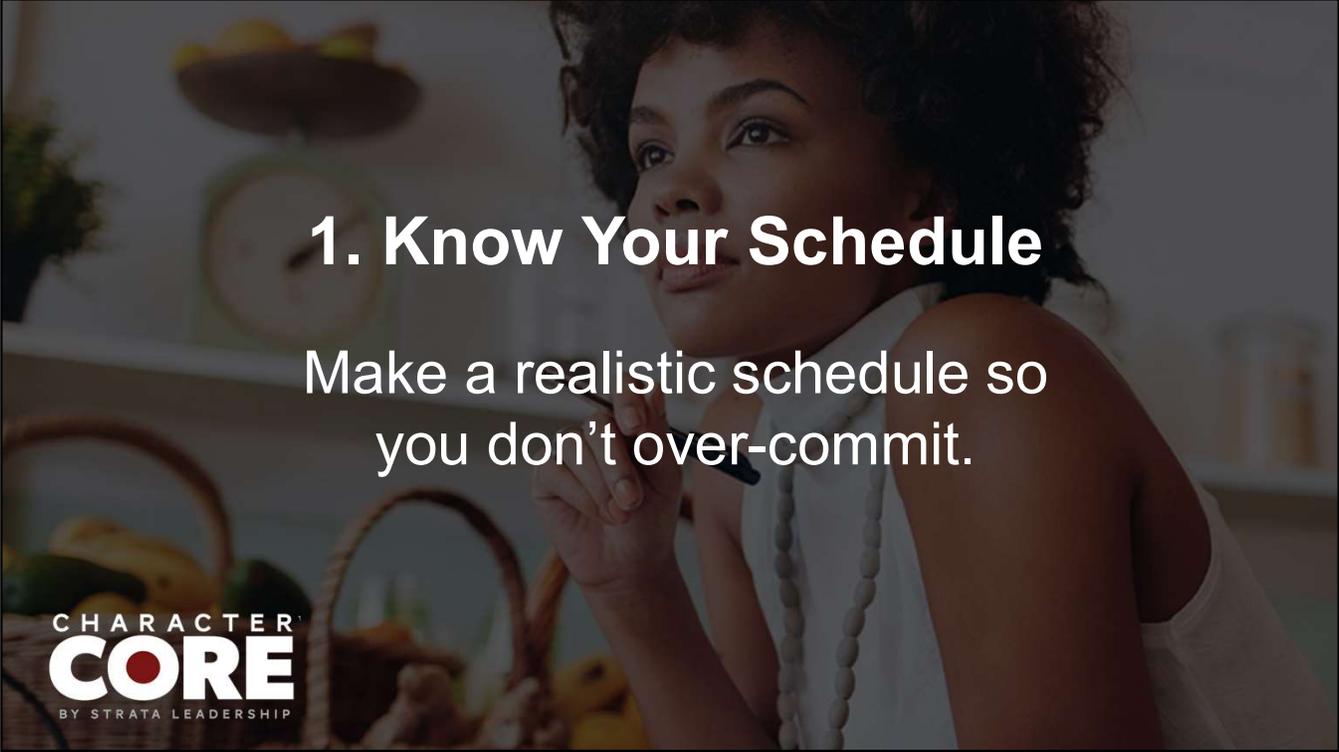
“When steam first began to pump and wheels go round at so many revolutions per minute, what are called business habits were intended to make the life of man run in harmony with the steam engine, and his movement rival the train in punctuality.” - George William Russell

“All I do, really, is go to work and try to be professional, be on time and be prepared.” - Ben Affleck

“Time wasted is time lost.” - Dr. Virginia Smith

“If you’re late, you’re late. If you’re on time, you’re late. If you’re early, you’re on time.” - Anthony Gibson

“Being punctual when meeting someone says ‘I value you and your time.’ Being late, on the other hand, communicates that I think my time is more valuable than yours.” - Dr. Virginia Smith

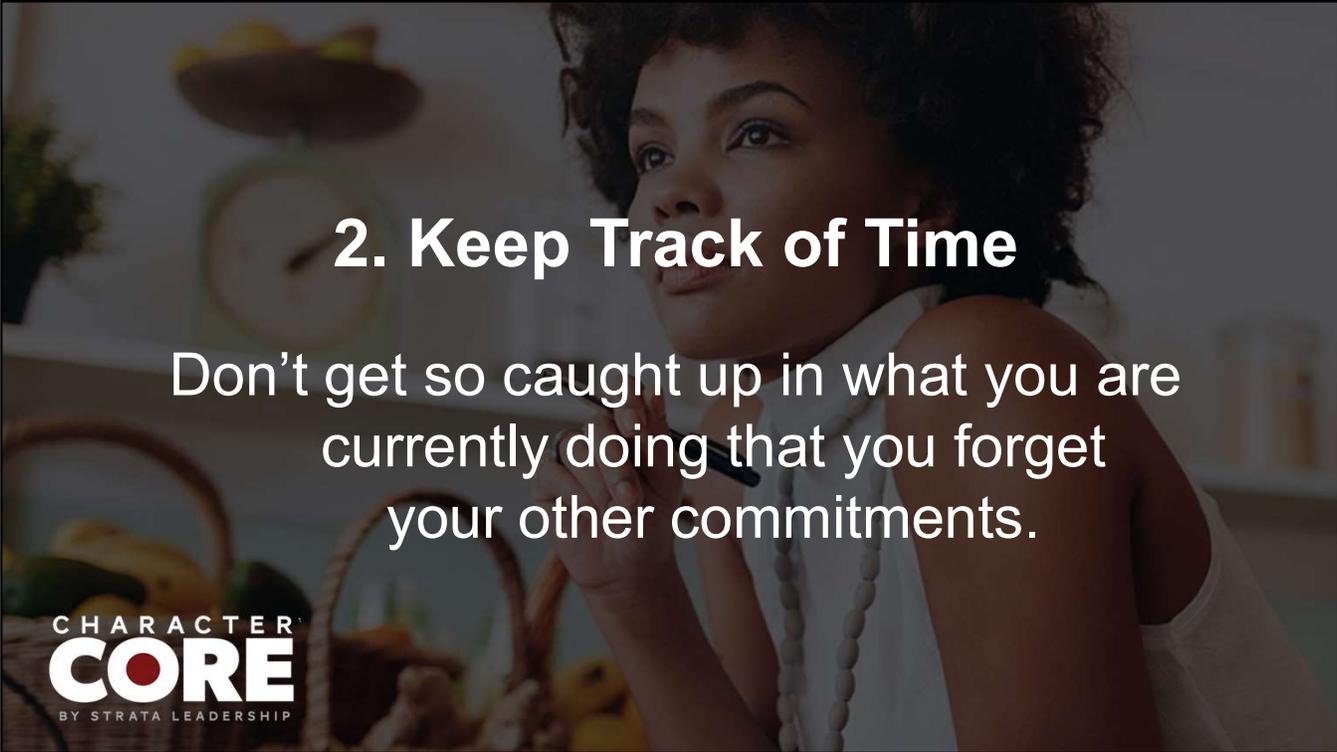


1. Know Your Schedule

Make a realistic schedule so you don't over-commit.

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Make a realistic schedule without over-committing yourself. If you try to schedule too much into a day, you increase the chance that you'll be late to something. Then remember your commitments.



2. Keep Track of Time

Don't get so caught up in what you are currently doing that you forget your other commitments.

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Set reminders and alarms to help you remember the time. Have a dependable watch or clock that you can reference. Don't get so busy or caught up in your activity that you forget your other commitments.



3. Plan for Delays

Build some “cushion” into your schedule.

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Life experience teaches that most things take longer and cost more than you expect, so you should plan a little “cushion” in your schedule, budget, and life in order to handle setbacks.

Discussion Starters

1. Why is it considered rude to be habitually late?
2. What are some things you do to keep track of time?
3. Think about a time when you wish you had allotted more time. What happened?

Additional Punctuality Discussion Starters:

How do you keep track of your daily schedule? How is it working for you?

When have you found it necessary to say “no” in order to protect your time or your family’s time? How do you politely refuse someone’s request or invitation?

We usually remember events that are important to us, like a birthday, a scheduled vacation, or pay day. So if you miss an appointment, what might that say about your priorities?

Poll others in your group to see what they do to keep track of time. Is there anything you can learn?

Can you think of a time when having extra time helped you? How did you feel?

Think about your area of responsibility. What are some potential setbacks you must plan for?

How does it make you feel when a friend, coworker, or family member is always late when meeting with you?

When you’re late at work, there are usually consequences...but what about when you are late in a family situation – especially habitually? What are the potential consequences for you in your family relationships?

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