

punctuality:

showing esteem for others by doing the right thing at the right time

manage your productivity

orderliness *n* 1: the quality or state of being strictly observant of an appointed or regular time;

2: strict observance in keeping engagements; 3: promptness.

Many try to cram everything they can into their days, scheduling meetings one right after the other and eating lunch while walking to the next meeting. But the human mind and body are not made to function at peak capacity all the time. Thus, productivity depends on how well you manage your energy as much as it depends on how well you manage your time.

Recognize when your most productive hours are, and make sure you spend that time doing

what is most important. If you're most productive in the morning, work for an hour on a bigger project before checking your e-mail each day.

Research and experience indicate energy levels vary not just between waking and sleeping but from one hour to the next. You will know when you need a break - your mind slows down, fresh ideas don't come, you've been working steadily on something for an hour or more. Sometimes a break can help you refocus when you haven't been concentrating the way you would like.

Have regular sleeping hours and eat healthy snacks for energy.

practical suggestions for punctuality



Begin Early. Take control of projects instead of being controlled by what is most urgent.

Schedule appointments and set alarms to help you remember them.

Prioritize what is most important at a particular time.

Give yourself room in your schedule so that you can take time for other people.

"People count the faults of one who keeps them waiting."

-French Proverb

"Does't thou love life? Then do not squander time, for that is the stuff life is made of."

-Benjamin Franklin

"I do think unpunctuality is a vile habit, and all my life I have tried to break my self of it."

-Winston Churchill

punctuality vs tardiness

punctuality is:

- being at the right place at the right time
- preparing for unexpected delays
- doing my work ahead of time
- planning a daily schedule and keeping it
- not falling into the trap of "just one more"

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From the executive director

As we prepare for the new year, now might be a good time to share some time management tips from the experts.

David Allen, who wrote the popular books, *Getting Things Done*, and *Making It All Work, Winning at the Game of Work and the Business of Life*, states, "My primary success habit is a once-a-week review of all outstanding projects, actions, waiting-for's; and a thorough look at every one of my upcoming calendared items. This 'hard wires' my intuition so that as I move through work and life...I make

better judgments about my activities, commitments, and responses.

One of my first personal goals I set after starting this job at TCOC was improving my punctuality. I have let go of the "just one more thing" syndrome and allow extra time when leaving for appointments. Have a prosperous New Year!

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Good character is the key to success!