

Quick Question-Friend

How important is it for you to be on time? Do you expect others to be on time?

Name: _____

Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

Administrative Questions

Is your phone number the same? YES NO
 Do you have active phone service? YES NO
 Is everything at work satisfactory? YES NO
 Are you getting enough hours? YES NO
 If you selected NO, explain:

	POINTS	EARNED	On time	Late
Journal	5		Date turned in:	
Scenario	5		Weeks late (points off):	
Question	5		Final Score:	
Reflection	3			
Admin	2			

Tips for Success

Make Being Prompt a Priority.

Being late is not a cute character trait. It's a habit that has a negative impact on your life.

Prepare for work the night before.

In the evening get things together so you won't rush.

Practice healthy habits.

If you have trouble falling asleep, develop a routine, read (not your phone), eat healthy, and exercise regularly. 8 hours of sleep keeps you energetic.

Find a way to be accountable

Find punctual coworkers with good attendance you can carpool with. A specified time keeps you accountable.

Track How Long Tasks Take

Time how long it takes you to get ready (and and 5) so you can accurately plan your day.

Use a Timer

Once you know how long it takes you to get ready, use a timer to make sure that you stick to it. Set one and when it goes off end that task.

Follow Your To-Do List

You can't do it all. Cross out things that are not priorities. It's better to say "no" to things you don't have time for than saying "yes" and looking irresponsible.

Give Yourself a Time Cushion

Don't just give yourself the amount of time that they need to get to where you're going on time. Instead, give yourself a time cushion in case something goes wrong.

Be Prepared to Wait

If you don't want to be early because you're wasting time. Be prepared to wait

Set Up Reminders

Set a reminder an hour before you have to leave. Set another reminder for 15 minutes before you have to go.

SHOW UP!

Attendance and Punctuality Matter



