AIM TO BE EARLY

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Are you always late? Late in coming to school, late in submitting reports, late in answering phone calls, text messages, e-mails and chats? Late in the current news?

A person reveals more of his traits being habitually late.. It shows lack of discipline in managing one’s time. It also reflects disrespect to the person you keep on waiting for you. Others may think that if you are late at work, you are not motivated and inspired to do your job. Your being late reveals your priorities and values.

How can we manage our time smartly effective and avoid being late? Try to consider the following ideas.

First, UNDERSTAND THE CAUSE OF YOUR HABITUAL TARDINESS. Late night sleep, addiction to Facebook and other social apps, computer games and night life gimmicks could be some of the reasons of getting to bed late.

Lack of sleep doesn’t only affect your punctuality. It also affects your productivity. An important step to improve your management of time is to understand why you seem to always lack time. If lack of motivation is the cause of your tardiness, then analyze why you are demotivated? Change it, if you can do something about it.. On the other hand, if the cause is beyond your control, then change your attitude about your situation.

Second, DON’T CRAM YOUR DAY WITH TOO MANY APPOINTMENTS. Set your schedule of meetings, especially if it will be held in different venues or different platforms. If there is a need for you to travel, give sufficient time for the commute and consider the traffic that you have to go through.
Have enough activities to do in a day so that you’ll be productive but not too much that at the end of the day you are too stressed and drained.

Next, DON’T PUT OFF TOMORROW WHAT YOU CAN TODAY. With all the possible things that we can do, it is better to start working on it. Our personal task at home, with our family and friends and many others which we need to attend to. Make done so that you won’t be late for work the next day.

Lastly, THINK OF WHAT YOU’LL LOSE IF YOU’RE ALWAYS LATE. Your peace of mind is replaced with stress when your always in a hurry. You might also lose precious work opportunities if you are always late. The quality of work is also affected when you’re always running out of time, as a result, your work is half-hazardly done.

Yet, it is never too late. STRIVE TO BE ON TIME. AIM TO BE EARLY.

References:
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